

2.76.010 Policy.

The policy of the city of Poulsbo is to maintain the cemetery as a permanent public burial ground, and to permit in the cemetery such structures, landscaping and decoration as shall be deemed by the cemetery caretaker to be consistent with the regulations and guidelines in this chapter. (Ord. 2006-15 § 1 (part), 2006)

2.76.020 Definitions.

As used in this chapter, the following words have the meanings prescribed:

- A. "Block" means a cemetery lot that is a designated land area composed of twenty-four regular gravesites.
- B. "Burial" means the placement of human remains in a grave.
- C. "Cemetery" means the burial ground commonly known as the Poulsbo Cemetery as its plat is recorded in the Kitsap County auditor's office, including without limitations:
 - 1. All land dedicated, reserved or used for interment of the remains of human dead;
 - 2. All vegetation therein;
 - 3. All graves or other interment spaces therein;
 - 4. All roads, walkways and other structures of every kind therein; and
 - 5. All equipment and facilities incidental to the operation of the cemetery.
- D. "Cemetery caretaker" means the public works director and his/her designated assistants.
- E. "Cemetery lot or plot" means a designated land area within the cemetery which shall be one of the following classes:
 - 1. Cremains gravesite;
 - 2. Regular gravesite;
 - 3. Family lot; or
 - 4. Block (or some fraction thereof).
- F. "Cemetery lot owner" means any person, firm or corporation who owns a deed to a cemetery lot in the city's cemetery.
- G. "Cemetery staff" means employees of the city's public works department.
- H. "Cremains gravesite" means a cemetery lot designated on the cemetery plat as suitable for the interment of cremated human remains.
- I. "Family lot" means a cemetery lot composed of six regular gravesites.
- J. "Grave marker" means any headstone or monument that is intended to permanently mark a grave.
- K. "Gravesite, regular" means a space of ground in the cemetery used or intended to be used for interment of human remains. General dimensions are not to exceed nine feet by four feet.
- L. "Interment" means to deposit for burial into the earth human remains, whether cremated and inurned or placed in a casket. (Ord. 2006-15 § 1 (part), 2006)

2.76.030 Cemetery caretaker—Designated.

The cemetery caretaker shall be the public works director and his/her designated assistants. (Ord. 2006-15 § 1 (part), 2006)

2.76.040 Cemetery caretaker—Duties.

The cemetery caretaker is responsible for the following duties:

- A. The care and maintenance of the cemetery. Such care and maintenance shall not include the maintenance, repair or replacement of flower pots, grave markers or any other decorations or structures placed upon a gravesite by, or at the request of, a private party.
- B. Financial administration of the cemetery, including submitting to the city council a proposed budget for the cemetery for each fiscal year and administering the disbursement of those funds budgeted each year for the care and operation of the cemetery.
- C. Keep and maintain records of the names of the persons whose remains are interred within the cemetery and the location of those remains. (Ord. 2006-15 § 1 (part), 2006)

2.76.050 Cemetery staff authority.

Cemetery staff are authorized to enforce all rules and regulations and to exclude from the cemetery any person violating the same. Except as otherwise provided in this chapter, cemetery staff are responsible for maintenance of the grounds. (Ord. 2006-15 § 1 (part), 2006)

2.76.060 City clerk—Duties.

The city clerk and his/her designated assistants shall be responsible for the following duties:

- A. Sale of lots, including but not limited to executing deeds for purchased lots.
- B. Keep and maintain records of the number, location and ownership of the cemetery lots in the cemetery. (Ord. 2006-15 § 1 (part), 2006)

2.76.070 Admission to cemetery.

Visitors and the public are invited to utilize the cemetery in a manner consistent with its purpose as a place of interment and as a memorial. (Ord. 2006-15 § 1 (part), 2006)

2.76.080 Cemetery vehicle regulations.

No vehicle shall be operated in any part of the cemetery except on the driveways/roads laid out for that purpose. No vehicle shall be operated in the cemetery at a speed exceeding ten miles per hour. (Ord. 2006-15 § 1 (part), 2006)

2.76.090 Cemetery rules of conduct.

In addition to general laws applicable to conduct, the following rules of conduct shall apply to all persons in the cemetery:

- A. No person shall handle, climb upon, deface, damage or otherwise mistreat grave markers.
- B. No person shall move, repair or otherwise alter any grave marker without the prior written consent of the cemetery caretaker.
- C. No person shall write upon, deface or damage any fence or other structures within the cemetery.
- D. No person shall litter upon the cemetery premises, including without limitation the discarding of wilted or dead flowers and any other refuse on drives, paths or the grounds.
- E. Except as otherwise allowed under this chapter for purposes of maintenance, no person shall pick any flower, or break or remove any tree or plant or any part of any tree or plant.
- F. No animals shall be allowed in the cemetery except service animals that are trained to perform tasks for people with disabilities. (Ord. 2006-15 § 1 (part), 2006)

2.76.100 Cemetery lot—Sale.

- A. To the extent available, cremains gravesite lots and regular gravesite lots shall be available for purchase at the office of the city clerk at the rates set forth in Section [3.12.040\(A\)](#).
- B. All lots/plots in the cemetery are conveyed to the purchaser by warranty deed upon full payment; however,

the rights of the purchaser are subject to such rules and regulations as are made from time to time by the city council. (Ord. 2006-15 § 1 (part), 2006)

2.76.110 Cemetery lot—Limitation on resale.

No sale, transfer or conveyance of any cemetery lot or interest therein shall be valid without the consent of the city clerk and any sum received by the seller in excess of the original purchase price shall be turned over to the city's finance department. (Ord. 2006-15 § 1 (part), 2006)

2.76.120 Cemetery lot—Limitation on use.

Use of all cemetery lots shall be limited to the interment of human remains. (Ord. 2006-15 § 1 (part), 2006)

2.76.130 Cemetery expansion—Prohibited.

The Poulsbo Cemetery and First Lutheran Church Cemetery are the only cemeteries which now exist within the city limits. No additional cemeteries may be created within the city nor shall any additions be made to existing cemeteries. (Ord. 2006-15 § 1 (part), 2006)

2.76.140 Interment.

Cemetery lots must be paid for in full prior to interment. (Ord. 2006-15 § 1 (part), 2006)

2.76.150 Interment/disinterment—Notice.

Prior to the interment or disinterment of any human remains on a cemetery lot, the owner of the lot or a representative shall notify the public works director, in writing, of the planned interment or disinterment and shall include in the notice the following information:

- A. The date on which interment or disinterment will occur.
- B. The name of the person whose remains will be interred or disinterred.
- C. The description and location of the cemetery lot as contained in the deed.
- D. If the cemetery lot contains more than one regular gravesite or cremains gravesite, the location within the cemetery lot of the individual gravesite or individual cremains gravesite on which interment or disinterment will take place.
- E. An affidavit signed by the lot holder or the lawful representative approving the interment or disinterment.
- F. If disinterment is to occur, proof of compliance with RCW 68.50.200 as it now exists or may hereafter be amended, including written consent of the appropriate next of kin or permission from the Kitsap superior court.
- G. If reinterment is to occur, the proper papers as prescribed by law to move remains from another cemetery to be reinterred in the Poulsbo cemetery. (Ord. 2006-15 § 1 (part), 2006)

2.76.160 Interments—Individual and cremains lot/plot.

- A. Regular gravesites are designated for one casket, one casket and one cremated remains or a maximum of two cremated remains.
- B. Cremains gravesites are designated for one cremated remains. (Ord. 2006-15 § 1 (part), 2006)

2.76.170 Shrubs and trees—Planting.

All persons desiring to plant shrubs or trees upon or near any cemetery lot must first obtain permission to do so from the cemetery caretaker, whose decision to grant or withhold such permission shall be final. (Ord. 2006-15 § 1 (part), 2006)

2.76.180 Shrubs and trees—Growth.

No cemetery lot owner or other person responsible for the planting of a tree or shrub within the cemetery shall permit that tree or shrub to grow wild and/or to exceed four feet in height. Any tree or shrub which is allowed to grow wild or which is allowed to grow above four feet in height may be trimmed or removed at the discretion of the cemetery caretaker and at the expense of that person on whose cemetery lot the tree or shrub is located or at whose instigation the tree or shrub was placed within the cemetery. (Ord. 2006-15 § 1 (part), 2006)

2.76.190 Grave markers—Installation.

A. All grave markers and all containers used for holding flowers and other gravesite decorations shall be approved by the cemetery caretaker and installed flush with the contour of the ground. In those cases where a spouse expired and was interred prior to March 1, 1978, the surviving spouse shall be allowed to have a matching raised grave marker if the first gravesite was marked with a raised marker.

B. Grave markers will generally be installed by a monument company after consultation with the cemetery caretaker to enable the cemetery caretaker to mark the location of the lot. The installation of grave markers by private parties shall meet the cemetery specifications on the border size of the marker, as identified in subsection C of this section, and the private parties shall clean up the area when finished. Cemetery staff will review the grave marker installation to ensure the work meets cemetery standards.

C. Ground level markers must be four inches thick with a cement or granite foundation and shall be no larger than twenty inches by thirty-two inches for a single gravesite and no larger than twenty inches by forty-four inches for a companion gravesite.

D. Cemetery lot owners must keep all grave markers or monumental work upon the gravesite in good repair. The city does not maintain, repair or replace any grave marker or monumental structures erected upon the gravesite.

E. The city is not liable for any damage which may occur to any grave markers and/or containers by the elements, thieves, vandals or by any other cause beyond the city's control. (Ord. 2006-15 § 1 (part), 2006)

2.76.200 Individual cemetery lot decorations.

A. No boxes, shelves, toys, metal designs, ornaments, chairs, settees, glass, wood or iron cases and similar articles shall be placed upon cemetery lots without the prior consent of the cemetery caretaker. If the articles are placed upon or around any cemetery lot without such prior consent, the cemetery caretaker may remove them and may dispose of them without incurring liability to any person.

B. No cemetery lot shall be defined by fence, railing, coping, hedge or by any other marking which extends above the ground without the prior consent of the cemetery caretaker.

C. The cemetery caretaker shall have authority to remove all floral designs, flowers, trees, shrubs, plants or herbage of any kind from the cemetery when, in the judgment of cemetery staff, they become unsightly, dangerous, detrimental, diseased or when they do not conform to the standards maintained by the city. The city shall not be liable for lost, misplaced or broken flower vases, baskets, frames or other articles left at a gravesite. The city reserves the right to regulate the method of decorating cemetery lots. (Ord. 2006-15 § 1 (part), 2006)

2.76.210 Annual maintenance registration.

A. The Poulsbo cemetery is a non-endowment care cemetery and, thus, does not charge supplemental fees for additional general care, maintenance and embellishment of the cemetery.

B. A member of the deceased's family or a family friend desiring to maintain and decorate gravesites may do so by annually registering with the cemetery caretaker. The cemetery caretaker shall designate an annual registration date. Following the initial registration, annual renewal may be accomplished by any reasonable means including by telephone, mail or in person.

C. Upon registration, a member of the deceased's family or a family friend shall have the ability to maintain cemetery lots in a reasonable manner not incompatible with the quiet enjoyment of neighboring plots, including but not limited to the following:

1. A permanent border flush to the ground may be erected and maintained as a border surrounding the gravesite.
2. Within the border provided or, if no border is provided, upon the gravesite, the planting of flowers or shrubs is permitted.
3. Decorations are permitted within the borders in accordance with Section 2.76.200 as long as the decorations are maintained in a safe and reasonable manner, are not permitted to become dilapidated

and do not unreasonably interfere with the quiet enjoyment of families or other visitors at adjacent cemetery lots.

D. If registration is not renewed within thirty days of the annual registration date or is revoked by the city, any decorations remaining on the gravesite shall be removed.

E. As long as the maintenance registration is renewed, the cemetery lot shall not be maintained by the city. (Ord. 2006-15 § 1 (part), 2006)

2.76.220 Conveyance error correction—Rights reserved.

The city reserves and has the right to correct any errors that may be made by it in the description, transfer or conveyance of any cemetery lot, either by canceling the conveyance of the incorrect cemetery lot and substituting and conveying a cemetery lot of equal or greater value or, in the sole discretion of the city, by refunding the money originally paid for a cemetery lot. In the event the error involves interment/disinterment, the city shall exercise due care in completing the interment/disinterment, but shall assume no liability for damage to any casket, burial case, urn or contents thereof incurred in making the disinterment, removal and reinterment. (Ord. 2006-15 § 1 (part), 2006)

2.76.230 Violation—Penalty.

Any person who fails to abide by the provisions of this chapter shall be guilty of a misdemeanor and subject to prosecution in the municipal court. In the alternative, the city may institute civil proceedings in either Kitsap County superior court or the city's municipal court to enforce the provisions of this chapter. (Ord. 2006-15 § 1 (part), 2006)



Chapter 3.12 FEES, COSTS AND OTHER CHARGES

Sections:

- [3.12.010](#) General provisions.
- [3.12.020](#) Building and engineering fees and charges.
- [3.12.030](#) Planning and land use fees and charges.
- [3.12.040](#) Miscellaneous fees and charges.
- [3.12.050](#) Parks and recreation fees and charges.
- [3.12.070](#) Municipal court fees and charges.
- [3.12.090](#) Public works fees and charges.
- [3.12.100](#) Utilities—Schedule of assessments, rates, fees and charges for certain utility services.

3.12.010 General provisions.

- A. Fee Schedule Adoption. The schedules of fees adopted by this chapter of the Poulsbo Municipal Code, which will be on file in the office of the city clerk, are adopted as the official schedules of fees for the city of Poulsbo and are incorporated in this chapter by this reference as if set forth in full.
- B. Fee Schedule Revisions. The schedules of fees adopted by this chapter may be revised from time to time by the city council, upon recommendation of the staff responsible for that portion of the code, in order to respond to changes in costs incurred by the city. Approval of fee schedule changes shall be by resolution.
- C. Due with Application. With the exception of fees assessed for legal, engineering or other costs for professional services incurred by the city or where otherwise specified in this chapter, all fees must be paid in full at the time an application is submitted. No application shall be processed, nor shall an applicant acquire any right by virtue of having submitted an application, until all fees due at the time of application submittal have been paid.
- D. Reimbursement of Costs.
1. Costs for engineering, legal or other professional services actually incurred by the city which arise out of the processing of any land use permit application and all costs incurred by the city for inspecting construction of public improvements made by a developer as a condition of land use approval prior to final approval shall be reimbursed by the applicant in addition to the basic permit fee. In addition, all costs for engineering, legal or other professional services actually incurred by the city in connection with any appeal of a land use permit approval or any environmental determination associated with a land use permit application shall be reimbursed by the appellant in addition to the basic appeal fee.
 2. All such costs and expenses to be paid by a permit applicant, including all costs and expenses related to a permit applicant's appeal, and any interest due thereon shall be paid to the city prior to the issuance of any necessary permit. All such costs and expenses to be paid by an appellant who is not a permit applicant shall be paid to the city within thirty days after the mailing of a statement specifying such costs. The amounts shown on the fee schedule for land use applications designated "Professional Service Expense Deposit," adopted in Section [3.12.030\(A\)](#), and "Fees and Deposits for Plan Review, Inspection, Project Administration and Erosion Control," adopted in Section [3.12.020\(A\)](#), shall be collected at the time the application or appeal is submitted as a deposit toward such expenses.
 3. In the event such expenses exceed the amount of the deposit prior to the conclusion of processing of the permit or appeal, or if the expenses are for inspection services prior to the final inspection and approval of the planning director, or in the case of inspection service and/or plan review, the city engineer shall determine if it is likely that additional expenses will be incurred and, if so, shall require that the deposit be replenished in the same amount or in such amount as shall appear to be necessary to

secure payment of projected expenses for legal, engineering and other professional and inspection services.

4. If any statement for legal, engineering or other professional or inspection expenses submitted by the city to the applicant or appellant remains unpaid for more than thirty days after the statement was mailed to the applicant, appellant or other responsible party, interest shall accrue on the unpaid balance at the rate of twelve percent per annum.

5. In the event that the amount of the deposit for legal, engineering or other professional or inspection services exceeds the actual costs for such services, the excess amount shall be refunded to the applicant upon receipt of a written request for refund.

6. In all cases where a deposit for costs is required, the processing of the application or appeal or the approval of the construction shall not commence or continue until the deposit or any required replenishment thereof has been made. (Ord. 2003-16 § 49 (part), 2003: Ord. 96-20 § 1 (part), 1996)

3.12.020 Building and engineering fees and charges.

A. Engineering Fee Schedule Adoption. The schedules of fees entitled "Application Fee Worksheet" and "Fees and Deposits for Plan Review, Inspection, Project Administration and Erosion Control," which are on file in the office of the city clerk, are adopted as the official schedules as provided in Section [3.12.010\(A\)](#). The schedules may be revised from time to time as provided in Section [3.12.010\(B\)](#).

B. Public Property Construction Permit—Fees. The fee for a public property construction permit shall be as set forth in the "Application Fee Worksheet" per Section [3.12.010\(A\)](#). If more than two inspections are required, additional inspections shall be charged to the applicant as set forth in Section [3.12.010\(D\)](#).

C. Various Uniform and International Codes. Appropriate fees for building, mechanical, plumbing, fire, abatement of dangerous buildings, signs, housing, energy and other Uniform and International Codes are adopted by reference in Chapter [15.04](#) of the Poulsbo Municipal Code; provided, that the amount of any fee for any permit, plan review, or inspection not specifically provided for in Chapter [15.04](#) shall be established by resolution of the city council.

D. Plan Review Fee Modification. Modifications to the International Building Code for plan review fees are as spelled out in Section [15.04.035](#) of the Poulsbo Municipal Code.

E. Sign Permit Fee Schedule. The sign permit, sign variance and sign plan checking fees shall be as established by resolution of the city council.

F. Mobile Home Installations—Fees. The fee for each permit required by Chapter [15.06](#) shall be fifty dollars for a single-wide mobile home and seventy-five dollars for a double-wide mobile home.

G. Moving Building—Fee. A nonrefundable application fee of twenty-five dollars shall accompany each application for issuance of a permit under Chapter [15.07](#).

H. Right-of-Way Use Permits—Fee. The nonrefundable application fee for each permit required by Chapter [15.28](#) shall be ten dollars.

I. Latecomer Agreements for Street and Utility Improvements—Fees. The application fee for a latecomer agreement shall be as set forth in the "Application Fee Worksheet" per Section [3.12.010\(A\)](#). Additional costs incurred shall be handled according to Section [3.12.010\(D\)](#) of the Poulsbo Municipal Code.

J. Telecommunications—Fee. The city may charge a fee to recover the actual administrative expenses incurred in processing a master permit. The fee shall be included in the schedule of fees pursuant to subsection A of this section and may be revised from time to time by resolution as set forth in Section [3.12.010\(B\)](#).

K. Private Communications Facility. The application filing fee for a private communications facility pursuant to Chapter [11.12](#) of the Poulsbo Municipal Code shall be included in the schedule of fees pursuant to subsection A of this section and may be revised from time to time by resolution as set forth in Section [3.12.010\(B\)](#). (Ord. 2009-01 § 1, 2009: Ord. 2005-32 § 1, 2005; Ord. 2003-33 § 12, 2003; Ord. 2003-16 § 49

(part), 2003: Ord. 96-20 § 1 (part), 1996)

3.12.030 Planning and land use fees and charges.

A. Land Use Fee Schedule Adoption. The schedule of fees entitled “Fee Schedule for Land Use Applications,” which is on file in the office of the city clerk, is adopted as the official land use fee schedule as provided in Section [3.12.010\(A\)](#). The schedule may be revised from time to time as provided in Section [3.12.010\(B\)](#).

B. Board of Adjustment and Appeals—Fee. The nonrefundable application fee shall be as specified in the fee schedule for land use applications adopted in Section [3.12.010\(A\)](#).

C. Environmental Policy Guidelines—Fees. The city shall require the following fees for its activities in accordance with the provisions of Chapter [16.04](#):

1. Threshold Determination and Environmental Impact Statement. The city shall collect a fee from the proponent of the proposal as specified in the fee schedule for land use applications adopted in Section [3.12.010\(A\)](#).

2. The city may collect a reasonable fee from an applicant to cover the cost of meeting the public notice requirements of Chapter [16.04](#) relating to the applicant’s proposal as set forth in subsection I of this section.

3. The city may charge any person for copies of any document prepared under Chapter 16.04 in a manner provided by Chapter 42.17 RCW and Poulsbo Municipal Code Section [3.12.040\(C\)](#).

D. Critical Areas—Fees. The special critical areas permit fees shall be as specified in the fee schedule adopted by this chapter.

E. Preliminary Plat—Fee. The nonrefundable preliminary plat fees shall be as specified in the fee schedule adopted by this chapter.

F. Final Plat—Fee. The nonrefundable final plat fees shall be as specified in the fee schedule adopted by this chapter.

G. Short Plats and Short Subdivisions—Fees. The nonrefundable short plat/short subdivision fees shall be as specified in the fee schedule adopted by this chapter.

H. All Plats—Fees. The nonrefundable fees shall be as specified in the fee schedule adopted by this chapter.

I. Public Notice Fee. The reasonable public notice fees collected by the city shall be as set forth in the fee schedules adopted by this chapter.

J. Park Mitigation Fees. Park mitigation fees shall be paid as determined through the SEPA process.

K. Traffic Mitigation Fees. Traffic mitigation fees shall be paid as determined through the SEPA process. (Ord. 2003-16 § 49 (part), 2003: Ord. 96-20 § 1 (part), 1996)

3.12.040 Miscellaneous fees and charges.

A. Poulsbo City Cemetery. The cemetery shall be divided into the following land units which may, to the extent possible, be purchased at the office of the Poulsbo city clerk at the following rates:

1. Cremains gravesite, two hundred dollars;

2. Regular gravesite, four hundred dollars;

3. The rates set forth in subsections (A)(1) and (2) of this section shall be reduced by one-half where the unit is purchased for the burial of a Poulsbo resident whose total income is at or below one hundred twenty-five percent of the federally established poverty level. The process for applying for the discount is as set forth in Poulsbo Municipal Code Section [2.76.080\(B\)](#).

B. Notary Fees. A schedule of fees for notary services provided to members of the public by city staff for non-city documents is adopted as follows:

First document	\$10.00
Each additional document	\$5.00

C. Public Records—Maintenance of Cost Schedule.

1. The city clerk is authorized to establish a cost schedule for copying public records and to revise the schedule by council resolution from time to time in order to reflect increases or decreases in costs of providing such copies.
2. The city may charge any person for copies of any document and for the costs of mailing the document in a manner provided by Chapter 42.17 RCW.
3. NSF Check Charge. The charge for all nonsufficient funds or otherwise unacceptable checks returned to the city shall be as set forth in the fee schedule adopted by Section [3.12.010\(A\)](#).

D. Business License Fee—Late Payment—Prorated Out of Town Renewals.

1. The fee for the initial application for an annual business license shall be sixty-five dollars and the master license service handling fee to be submitted with the application.
2. The fee for renewal of the business license shall be sixty-five dollars and the master license service handling fee per year to be received by the State Department of Revenue on or before the expiration date as determined by the State of Washington Department of Revenue.
3. If any license issued under this chapter is not renewed by the date of expiration, the Business Licensing Service may assess the late renewal fee authorized by RCW 19.02.085 in addition to the license fees due for renewal.
4. The fee for a temporary license, of a period not to exceed fourteen calendar days within any three consecutive months, shall be twenty dollars and may not be renewed during that calendar year.
5. The fee for a special event license shall be a nonrefundable application fee of twenty-five dollars; provided, that the application fee may be waived if, in the opinion of the city clerk, the imposition of such fee will create an undue hardship on the applicant.
6. The city reserves the right to charge any sponsor of a special event direct costs incurred by the city as a result of the event. Such costs may include, but are not limited to, the cost of barricading streets, police officers to direct or block pedestrian or vehicular traffic, plan review or other public safety involvement and staff performing cleanup or other city services.

E. Adult Entertainment Facilities—Manager's and Entertainer's Fees.

1. Each adult entertainment business license application shall be accompanied by a nonrefundable application fee, the amount of which shall be established by resolution.
2. Each manager's and entertainer's license application shall be accompanied by a nonrefundable application fee, the amount of which shall be established by resolution.

F. Escort Bureau, Escorts, and Introductory Services—License Terms and Fees.

1. The nonrefundable fee for an escort bureau or introductory service license required by Chapter [5.10](#) shall be five hundred dollars.
2. The nonrefundable fee for an escort or escort bureau runner license required by Chapter [5.10](#) shall be one hundred dollars.
3. The nonrefundable fee for an escort bureau or introductory service manager license required by

Chapter [5.10](#) shall be one hundred dollars.

G. Pawnbroker's and Pawnshop's License—Required—Fee—Late Payment. The fee for pawn-broking or to conduct a pawnshop as required by Poulsbo Municipal Code Section [5.16.020](#), over and above the business license fee, is twenty-five dollars per year.

H. Peddlers—License Required—Investigation Fee. Applications for a peddler license as set forth in Chapter [5.24](#) of the Poulsbo Municipal Code shall be submitted with a nonrefundable investigation fee of fifteen dollars to cover the costs of processing the application, which fee shall be over and above the business license fee.

I. Taxicabs—Fee—Transfer.

1. Each application for permit under Chapter [5.28](#) of the Poulsbo Municipal Code shall be accompanied by a fee in the sum of fifty dollars for each taxicab, which shall be in the amount of the annual license fee, and the sum of fifty dollars for each taxicab shall be paid each and every year at the time of the renewal of the license, which shall be over and above the business license fee.

2. Application for transfer of permit shall be accompanied by a transfer fee of twenty-five dollars for each vehicle.

J. Carnivals, Circuses, Traveling Shows and Outdoor Amusements—License—Fee. The fee for each permit issued under the provisions of Chapter [5.32](#) of the Poulsbo Municipal Code shall be twenty-five dollars for each day or part of the day that the business is operated, to be collected by the city clerk.

K. Fish and Shellfish Sales Permits—Fees. The fee for each permit issued under the provision of Chapter [5.46](#) of the Poulsbo Municipal Code shall be fifteen dollars.

L. Mobile Home and Recreational Vehicle Park Operation—Fees—Late Payment.

1. The fee for each license and renewal thereof required by Chapter [5.48](#) of the Poulsbo Municipal Code shall be fifty dollars per year and shall be paid on or before January 31st of each respective year.

2. Anyone failing to obtain and pay the license fees prior to February 1st shall, in addition to any other penalties provided in Chapter [5.48](#) of the Poulsbo Municipal Code, be assessed the sum of ten dollars per month as a penalty for each month such late application and/or payment is overdue until paid.

M. Fireworks—Permit Application—Fee—Bond.

1. All applications for permits pursuant to Chapter [8.20](#) shall be accompanied by a nonrefundable filing fee of fifty dollars to the city clerk.

2. The applicant shall post a fifty-dollar cash bond which shall be reimbursed following proper removal and cleanup.

N. Hard Surfaced Vehicle Permit—Fee. The license for a hard surfaced vehicle permit as set forth in Section [12.20.020](#) shall be five dollars.

O. Collection Costs. Debts owed to the city shall be addressed as set forth in Chapter [3.72](#) of the Poulsbo Municipal Code. (Ord. 2011-18 § 1, 2011; Ord. 2007-57 § 1, 2007; Ord. 2007-48 § 10, 2007; Ord. 2005-28 § 1, 2005; Ord. 2003-33 § 13, 2003; Ord. 2003-21 § 1, 2003; Ord. 2003-16 § 49 (part), 2003; Ord. 2001-18 § 1, 2001; Ord. 96-20 § 1 (part), 1996)

3.12.050 Parks and recreation fees and charges.

A. Park Use Permit Application – Fees. The park use permit fees shall be as follows:

1. Social activity permit, thirty dollars per two-hour use; ten dollars each additional hour;
2. Gazebo use, thirty dollars per two-hour use; ten dollars each additional hour;
3. Permitted commercial activity, thirty dollars per use;

- 4. Public service instructional classes, fifty dollars per session; and
- 5. Special events, fifty dollars per use.

B. Sign Permit—Fees. The fee for the two community event signs on Highway 305, one at the intersection with Hostmark Street and the other near the intersection with Viking Avenue, shall be twenty-five dollars per each one-week reservation. (Ord. 2011-01 § 1, 2011: Ord. 2003-16 § 49 (part), 2003)

3.12.070 Municipal court fees and charges.

- A. Judge—Salary. The salary of the municipal court judge shall be fixed by resolution.
- B. Judges Pro Tempore—Compensation. The compensation for a judge pro tem shall be fixed by resolution.
- C. Civil Jury Trial—Jurors—Compensation. The compensation for each juror shall be ten dollars for each day in attendance upon the municipal court. (Ord. 2003-16 § 49 (part), 2003)

3.12.090 Public works fees and charges.

- A. Public Works Director—Schedule of Charges. The public works director shall establish a schedule of charges for the provision of public works equipment, materials and labor for the benefit of other city departments or where the cost of such equipment, material or labor is properly chargeable to a private party or other entity other than the city in connection with projects performed within the city. The schedule may be amended from time to time as provided in this chapter and shall be maintained on file with the public works department and the city clerk.
- B. Outside Utility Extension Application—Fee. The application fee for all agreements for the extension of service beyond the city limits shall be two hundred and fifty dollars.
- C. Garbage Collection and Disposal—Fees—Schedule. The requirements for garbage collection and disposal within the city are as set forth in Chapter [8.16](#). Monthly rates for garbage collection shall be as follows:

- 1. Residential, multifamily and commercial:

	64 Gal	32 Gal	20 Gal	10 Gal
1 Can—1 PU/WK	\$33.00	\$16.50	\$11.00	\$8.25
2 Cans—1 PU/WK	\$68.20	\$35.20	\$24.20	
3 Cans—1 PU/WK	\$101.20	\$51.70	\$35.20	
Extra Garbage			\$8.00	

Each additional can beyond three will be charged at the single-can rate as shown above. Extra garbage tags can be purchased at City Hall for eight dollars.

Extra untagged garbage will not be picked up.

- 2. Containers.

	1 PU/WK	2 PU/WK	3 PU/WK	1 PU/2 WK
2.0 Yard	\$115.00	\$247.50	\$379.50	\$52.25
4.0 Yard	\$197.40	\$394.80	\$592.20	\$98.70
6.0 Yard	\$235.24	\$470.47	\$705.71	\$117.62

8.0 Yard	\$273.07	\$546.15	\$819.22	\$136.54
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3. Recycling. The recycling charge for single-family and duplex residential units is included in the garbage rates as set forth in subsection (D)(1) of this section. Multifamily units will be charged two dollars per month per unit for recycling. Commercial businesses shall be assessed those fees as set forth in subsections (D)(1) and (2) of this section and will be responsible to arrange for their own recycling via the city-contracted recycling company.

4. Miscellaneous. The charge for each extra dumpster occasional pickup shall be:

2 Yard	\$35.00
4 Yard	\$70.00
6 Yard	\$105.00
8 Yard	\$140.00

All tenants or utility accounts (if property owner) that are not current on utility bill collections will have to prepay for dumpsters if they are delivered for service.

D. Fixtures. The cost for additional fixtures shall be as set forth in the Uniform Plumbing Code adopted by the city. (Ord. 2011-18 § 2, 2011; Ord. 2010-10 § 1 (part), 2010; Ord. 2008-20 § 1, 2008; Ord. 2005-17 § 1 (part), 2005; Ord. 2003-16 § 49 (part), 2003)

3.12.100 Utilities—Schedule of assessments, rates, fees and charges for certain utility services.

A. General Facility Fees.

1. Water. The general facility fee for water shall be as follows:

a. Two thousand three hundred five dollars per equivalent residential unit.

2. Wastewater. The general facility fee for wastewater shall be as follows:

a. City—Three thousand six hundred one dollars per equivalent residential unit.

b. Kitsap County—The current Central Kitsap system development charge for treatment plant only as of the date the connection is made.

B. Front Footage Fees.

1. Water. The front footage fees for water shall be computed as follows:

a. City—Sixteen dollars per foot.

b. County—Twenty dollars per foot.

2. Wastewater. The front footage fees for wastewater shall be computed as follows:

a. City—Sixteen dollars per foot.

b. County—Twenty dollars per foot.

C. Connection Fees/Meter Fees (Including Sales Tax).

1. Property Owner Installed Services (Contractor). The connection/meter fee for property owner installed services is as follows:

3/4-inch meter	\$130.00
1-inch meter	\$200.00
1-1/2-inch meter	\$450.00
2-inch meter	\$620.00

Meters larger than two inches will be provided by the owner.

2. Municipal Installed Services. The connection/meter fee for municipal installed services are as follows:

3/4-inch meter	\$1,500.00
1-inch meter	\$1,580.00
1-1/2-inch meter	\$2,190.00
2-inch meter	\$2,425.00

Meters larger than two inches will be provided by the owner.

D. Service Rates—Water.

1. Water Service Rates. Water service rates are established as follows:

WATER

BASE CHARGE								
Customer Class	Meter Size							
	3/4"	1"	1-1/2"	2"	3"	4"	6"	8"
Single-family residential	\$11.64	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Low income senior	\$11.64	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Multifamily	\$11.96	\$26.74	\$51.12	\$80.98	\$165.62	\$254.91	\$501.69	\$797.39
Commercial	\$12.40	\$27.84	\$53.31	\$84.49	\$172.59	\$265.83	\$523.47	\$832.28
Irrigation	\$9.66	\$20.99	\$45.50	\$62.54	\$128.72	\$197.25	\$386.38	\$612.93
Outside city	\$17.45	\$38.90	\$74.24	\$117.55	\$240.58	\$370.11	\$728.00	\$1,156.87

COMMODITY CHARGE			
Customer Class	Winter	Summer Block 1 0—1,000 cf	Summer Block 2 >1,000 cf
Single-family residential	\$1.80/hcf	\$1.80/hcf	\$2.81/hcf
Low income senior	\$1.52/hcf	\$1.52/hcf	\$2.81/hcf
Multifamily	\$1.52/hcf	\$2.30/hcf	\$2.30/hcf
Commercial	\$1.52/hcf	\$2.30/hcf	\$2.30/hcf
Irrigation	\$1.52/hcf	\$2.30/hcf	\$2.30/hcf
Outside city	\$2.30/hcf	\$3.36/hcf	\$3.36/hcf

Summer Block Rate = June 1st to September 30th

hcf = hundred cubic feet

2. *Repealed by Ord. 2003-35.*

3. *Repealed by Ord. 2009-02.*

4. Construction Meter Rates. The rate for a construction-related hydrant connection is hereby established as fifty dollars per month rental fee plus commodity charges of three dollars per hundred cubic feet of water used. In addition, a refundable deposit of one thousand two hundred dollars will be required, which will be forfeited if the meter is not returned to public works.

E. Service Rates—Wastewater.

1. Wastewater Service Rates. The following monthly wastewater service rates are established:

WASTEWATER

BASE CHARGE								
Customer Class	Meter Size							
	3/4"	1"	1-1/2"	2"	3"	4"	6"	8"
Single-family residential	\$36.13	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Low income senior	\$16.92	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Multifamily	\$38.24	\$58.14	\$90.75	\$131.14	\$249.53	\$370.13	\$702.33	\$1,100.18
Commercial	\$38.24	\$58.14	\$90.75	\$131.14	\$249.53	\$370.13	\$702.33	\$1,100.18
Outside city residential	\$53.89	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Outside city commercial	\$57.38	\$87.22	\$136.13	\$196.72	\$374.32	\$555.19	\$1,053.51	\$1,650.25

Base charge shall include four hundred cubic feet of consumption.

COMMODITY CHARGE	
Customer Class	
Single-family residential	\$4.75/hcf
Low income senior	\$4.67/hcf
Multifamily	\$5.27/hcf
Commercial	\$5.27/hcf
Outside city residential	\$7.06/hcf
Outside city commercial	\$7.91/hcf

2. Marine Pump-Out Station Rates. The monthly service rate for marine pump-out stations is fifty-five dollars per pump-out station.
3. Bulk Transport Rate. The bulk transport rate is established as one hundred eighty dollars per one thousand gallons.
4. Wastewater Service Penalty (Nonconnected Services). The monthly wastewater service penalty for nonconnected services is as follows:

Within 200 feet of system	\$33.02 per month per unit
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The wastewater service penalty will be waived for those properties that provide documentation to the city that they have had their septic systems inspected and evaluated in accordance with state health rules (Chapter 246-272A WAC). State rules currently require that standard gravity systems be inspected at least once every three years, and advanced treatment systems must be inspected at least once per year.

5. Unmetered Sewer Service. The monthly fee for sewer service for residences not connected to city water, but connected to city sewer, will be based on the current sewer charges for the average residential customer, which is established as seven hundred cubic feet per month of water consumption.

F. Service Rates—Stormwater. The following monthly stormwater service rates are established on or after

February 1, 2009:

Single-family residential	\$7.94/month
All other accounts	\$7.94/billable ISU/month

G. Miscellaneous Fees and Charges.

1. Service Fee—Utility Billing. The service fee for account maintenance performed in the city's utility billing department offices is established as follows:

Account maintenance	\$20.00 per transaction
Recording fees	Actual current charges as established by the county auditor

2. Water and Wastewater System—Shut-Off Charges. The shut-off and turn-on charge shall be ten dollars each. The door hanging notice charge shall be twenty dollars.

3. Stormwater Plan Check Fees. Plan check fees for stormwater shall be applied to the building permit as follows: one-tenth of one percent of valuation as computed by the building department.

4. Stormwater Inspection Fees. Stormwater inspection fees shall be twenty-five dollars as part of the building permit fees.

5. Stormwater Building Permit Fee. A stormwater building permit fee is established in the amount of three cents per square foot of impervious area developed under current building permit.

6. Service Charges—Field. The fees for service calls to the served premises are established as follows:

Cross-Connection Control Inspections	\$50.00
Service Fee After Hours	\$75.00
Hydrant Installation	\$3,000.00
Hydrant Service Rate (Private Hydrant)	\$10.00/month
Inspection	\$36.00/inspection/connection
Stormwater Detention and Treatment	
Facilities Maintenance	\$1,000.00/year
Hourly Labor Rate	\$50.00 per hour

7. Utility Extension Agreement Processing Fee. Any outside utility extension application determined to be necessary by city council shall be submitted with a processing fee of five hundred dollars.

8. Miscellaneous Fees and Charges. The fees for controlled dumping allowed under Section [13.06.390](#) shall be one and one-half cents per gallon, with a minimum charge of fifty cents per time of discharge.

9. Appeal Fee. The appeal fee for notice and orders of violation of illicit discharges and assessment of abatement costs of illicit discharges shall be two hundred fifty dollars. In addition to the appeal fee, the city may require a consultant deposit pursuant to Section [13.18.150](#).

10. Appeal Fee. The appeal fee for notice and orders of a stormwater facility operations and maintenance violation shall be two hundred fifty dollars. In addition to the appeal fee, the city may require a consultant deposit pursuant to Section [13.17.150](#). (Ord. 2010-10 § 1 (part), 2010; Ord. 2010-03 § 1, 2010; Ord. 2009-04 § 1, 2009; Ord. 2009-02 § 1, 2009; Ord. 2003-35 § 1 (part), 2003; Ord. 2003-33 § 15, 2003; Ord. 2003-16 § 49 (part), 2003)



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Disclaimer: The City Clerk's Office has the official version of the Poulsbo Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.cityofpoulsbo.com/>
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POULSBO MUNICIPAL CODE

**A Codification of the General Ordinances
of the City of Poulsbo, Washington**

CODE PUBLISHING COMPANY | Seattle, Washington



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Chapter 2.68 INFORMATION GATHERING SERVICE

Sections:

- [2.68.010](#) Findings.
- [2.68.020](#) Authority of mayor.
- [2.68.030](#) Employees—To carry out city council policies.
- [2.68.040](#) Employees—Compensation.
- [2.68.050](#) Employees—Ethical practices.
- [2.68.060](#) Expenditures for campaign assistance.

2.68.010 Findings.

It is determined by the city council of the cities of Poulsbo and Winslow that the study and collection of information, data and opinions on the administrative and enforcement efficiency and costs attendant therewith and the societal effects of proposed, pending or enacted legislation is necessary for legislative planning or revision, and that a prompt, informative response to inquiries from legislators and public administrators, and attendance at legislative committee hearings, relating to the effect of legislation on municipal finances, services and authority, is necessary and helpful to the legislator in the enlightened performance of the legislative function and serves the best interests of the citizens and the public, and is declared to be a municipal purpose. (Ord. 76-5 § 1, 1976)

2.68.020 Authority of mayor.

The mayor of each respective city, or in the mayor's absence, the deputy mayor, is authorized to designate city employees or representatives to collect, accumulate and analyze information concerning the effect of enacted legislation or the anticipated effect of proposed or pending legislation; to consult with employees or representatives of other municipalities or counties and associations thereof; to respond and provide data and information and give testimony to state legislators, legislative committees, state administrative officers or other municipalities investigating the city's experience or anticipated costs, benefits or problems from such enacted or proposed legislation. (Ord. 76-5 § 2, 1976)

2.68.030 Employees—To carry out city council policies.

In all matters in which an official, staff employee or other representative appears on behalf of the city, such representative shall observe, carry out or support the known relevant policies of the respective city council and shall consult with the mayor of the city represented or the city council for advice and guidance when required. All such informational activity shall be conducted with prudence and good judgment and within all legal regulation of such activity. Such representative shall not have any authority to make any statements, commitments or promises binding upon the city, but may speak to influence the passage, defeat or amendment of legislation affecting the city in accordance with the policy or position approved by the city council. (Ord. 76-5 § 3, 1976)

2.68.040 Employees—Compensation.

While engaged in such informational, educational and testimonial activity, a city employee shall continue to receive his or her current salary as a city employee. No additional compensation shall be paid or accrue to an elected official during his or her term of office with the city for such research, information or lobbying services to this city. An employee or official shall receive reimbursement for the reasonable costs of travel, lodging and personal meals reasonably incurred in the course of such service, in accordance with the city's regular policies and rates as to such reimbursement. (Ord. 76-5 § 4, 1976)

2.68.050 Employees—Ethical practices.

The city's employee or representative in such informational or lobbying activities shall comply fully with all state regulations relating to the reporting of expenditures in connection therewith. (Ord. 76-5 § 6, 1976)

2.68.060 Expenditures for campaign assistance.

No expenditures from city funds for the hosting, entertainment or campaign assistance of any legislator or state officer shall be authorized, expended or reimbursed. (Ord. 76-5 § 5, 1976)



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Chapter 2.80 VACATIONS, SICK LEAVE AND MILITARY LEAVE

Sections:

[2.80.010](#) Rules and regulations.

[2.80.020](#) Accumulated leave.

2.80.010 Rules and regulations.

The city council may, by resolution, from time to time provide terms, rules and regulations governing vacation, sick leave and military leave for city employees. (Ord. 349 § 1, 1969)

2.80.020 Accumulated leave.

The initial resolution should provide for the accumulated leave of all employees as of January 1, 1969. (Ord. 349 § 3, 1969)

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