

POULSBO DISTRIBUTION SCHEDULE

ORDINANCE NO. 2025-22

SUBJECT: Special Event Permit Fees Update

CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 11/26/2025
- ☒ Passed by the City Council: 12/10/2025
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☒ Publication: 12/15/2025
- ☒ Effective: 12/20/2025
- ☐ Recorded: _____

DISTRIBUTED COPIES AS FOLLOWS:

- ☒ Kitsap Sun: 12/11/2025
- ☒ Code Publishing
- ☒ City Attorney
- ☒ Clerk's Department:
- ☐ City Council
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- ☐ _____

Kati Diehl

Deputy City Clerk

12/11/2025

Date

ORDINANCE NO. 2025-22

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON,
AMENDING SECTION 3.12.040(J) OF THE POULSBO MUNICIPAL
CODE TO UPDATE THE SPECIAL EVENT LICENSE FEE, PROVIDING
FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council has adopted special event licenses pursuant to Poulsbo Municipal Code ("PMC") Chapter 5.30; and

WHEREAS, the City Council has adopted a corresponding fee for special event licenses pursuant to PMC Section 3.13.040(J); and

WHEREAS, City staff have undertaken a study of the administrative time spent on processing special event license and recommend that an increase in the special event license fee is warranted based on increased overall costs and expenses to the City to provide the service; and

WHEREAS, the Poulsbo City Council has determined that the proposed increased special event license fee is in the best interest of the public health, safety and welfare, and therefore has determined to adopt this ordinance as set forth herein.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON,
DO ORDAIN AS FOLLOWS:**

Section 1. **Findings.** The Poulsbo City Council hereby adopts the foregoing recitals as findings in support of the approval of this Ordinance.

Section2. **Amend PMC Section 3.12.040(J).**

J. Special Event—License—Fee.

1. The fee for a special event license shall be a non-refundable application fee of ~~seventy-five~~ two hundred (\$200.00) dollars for applications received ninety days or more prior to the event. The fee for an expedited special event license shall be an additional non-refundable application fee of ~~fifty~~ two hundred (\$200.00) dollars for applications received less than ninety days, but more than forty-five days, prior to the event, for events that require no road closures.

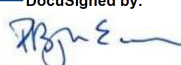
2. The city reserves the right to charge any sponsor of a special event direct costs incurred by the city as a result of the event. Such costs may include, but are not limited to, the cost of barricading streets, police officers to direct or block pedestrian or vehicular traffic, plan review or other public safety involvement and staff performing cleanup or other city services.

Section 3. Corrections. Upon the approval of the city attorney, the city clerk and/or code publisher is authorized to make any necessary technical corrections to this Ordinance, including but not limited to the correction of scrivener's/clerical errors, references, Ordinance numbering, section/subsection numbers, and any reference thereto.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

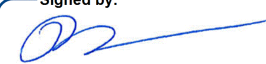
Section 5. Effective Date. In accordance with applicable law, this ordinance shall take effect and be in full force 5 days after the date of publication.

APPROVED:

DocuSigned by:


12C4BDCB4DDD40B...
MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

Signed by:


D21DA14DCC754A8
CITY CLERK, RHIANNON FERNANDEZ

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY  Signed by:
833D0DC7ZE3647E

EMILY ROMANENKO

FILED WITH THE CITY CLERK: 11/26/2025
PASSED BY THE CITY COUNCIL: 12/10/2025
PUBLISHED: 12/15/2025
EFFECTIVE DATE: 12/20/2025
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SUMMARY OF ORDINANCE NO. 2025-22
of the City of Poulsbo, Washington

On the 10th day of December, 2025, the City Council of the City of Poulsbo, passed Ordinance No. 2025-22. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON,
AMENDING SECTION 3.12.040(J) OF THE POULSBO MUNICIPAL
CODE TO UPDATE THE SPECIAL EVENT LICENSE FEE, PROVIDING
FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

The full text of this Ordinance will be mailed upon request.

DATED this 10th day of December 2025.

Signed by:



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CITY CLERK, RHANNON FERNANDEZ