

## **DISCUSSION PAPER # 3**

### ***CEMETERY EXISTING CONDITIONS***

Friends Poulsbo Cemetery, Revised February 25, 2018

**DISCUSSION GOAL** - Prepare for the Poulsbo Municipal Cemetery Master Plan and representatives of North Kitsap Cemeteries programs to inventory existing cemetery conditions; preparing options for funding or volunteer help for repairs and improvements.

**Background Poulsbo Municipal Cemetery** - Several individual graves or family lots (composed of six adjacent graves) have tilted or damaged monuments, or concrete borders that are cracked due to apparent earth movement. The existing city ordinance (Chapter 2.76 of the Poulsbo Municipal Code, Section 2.76.190) requires cemetery lot owners to keep all grave markers or monuments in good repair. The ordinance specifically states that "the city does not maintain, repair, or replace grave marker or monument structure erected upon the grave site."

It has been the policy of the City to have affordable grave sites. This has been accomplished by keeping the price of plots low, and by clearly indicating this cemetery is not a perpetual care facility.

Basic maintenance, landscaping, and routine care of the overall cemetery are provided from the Public Works Department budget of the General Fund. This fund supported by taxpayers. With the many needs of the city competing for limited tax monies available, the cemetery is normally considered lower priority when compared to more urgent and compelling needs that are central to residents' lives.

### **IMPROVEMENT PROJECTS NEEDED POULSBO MUNICIPAL CEMETERY**

#### **Cemetery Entrance Enhancements**

- Repaint cemetery sign next to Caldart Road
- Fund raising for ornamental black metal fencing
- Removal of chain-link fence next to entrance area/parking lot
- Installation of fence columns/pilasters and ornamental black metal panels
- Attach memorial plaques to fence pilasters
- Install flagpole

#### **Helpful Amenities for Visitors**

- Install map display on site (covered?) with other navigation assistance
- Install historical markers/notes
- Construct covered structure on lower cemetery area for funeral service,

#### **Grave Identification & Section Marking**

- Verification and marking of plots with actual burials
  - Installation of plot number markers
  - Installation of name markers for graves without memorial markers/gravestones
  - Request free veteran memorial markers from DVA, for any vet graves w/o markers
- Install improved section markers
- Erect display map near entrance

### **Information Systems Initiatives**

- GPS mapping of all plots and graves (partially completed to date)
- Photograph grave monuments and link to GPS data
- Determine existing historical & genealogical research information (Historical Society)
- Create detailed cemetery information page on City of Poulsbo website
  - Provide basic info on location, hours, and PW staff contact info
  - Provide rules & suggestions for cemetery use by families
  - Provide basic info on purchase of plots
  - Provide short history of the cemetery and index of deceased who were interred
  - Create interactive map on website (grave finder)
- Create PW staff database/map that has easier user interface than current records
- Create historical walk brochure with assistance from Poulsbo Historical Society
- Cell-phone app equivalent to historical walk brochure

### **Cemetery Policy Review and Analysis**

- Review existing ordinance and standard operating procedures
- Determine needed updates and changes
- Review current plot purchase fees and determine if update needed
- Draft ordinance revision proposal for consideration by mayor & city council
- Create a city cemetery operation manual to document routine procedures
- Determine need, feasibility and annual cost of sprinkler irrigation to cemetery section(s)
- Should unused section needs operate under revised rules/standards or a different layout/plan.

### **Email thoughts and suggestions on this discussion paper to:**

Friends Poulsbo Cemetery Discussion Leader Jeff Bauman at: [jeff.bauman47@gmail.com](mailto:jeff.bauman47@gmail.com)

**Friends Poulsbo Cemetery** is a discussion group. Papers on a Poulsbo Cemetery Master Plan and issues and needs of North Kitsap cemeteries are circulated via email for comment and suggestions. The goal is for cemetery representatives to find consensus on what is best for North Kitsap communities and the cemeteries located in those communities.