

APPENDIX D: IMPLEMENTATION CHECKLIST

The following compilation is a summary of the suggestions and recommendations contained in this Master Plan. Steps that have already been implemented are listed separately in Chapter II and are therefore not included in Appendix D. Taken as a whole, the following list reflects a coordinated guide for the future of the Poulsbo Municipal Cemetery. These implementation items, however, cannot be accomplished by any one individual or organization. The list is structured in a way that any item may be initiated in whole or in part whenever the will, effort, and funding becomes available. It is hoped this checklist will be updated every two years as part of the City's biennial budget cycle.

Matters of Policy:

- Adoption of this Master Plan by the Poulsbo City Council
- Revise the Cemetery Ordinance
 - Amend the policy to reflect the new vision that the Poulsbo Municipal Cemetery is not only a permanent burial ground, but also an open air historical space celebrating Poulsbo's heritage
 - Establish standards for the lower flat tier of the Cemetery that assure ease of maintenance once plots are sold
 - Revise the purchase price for plots, with automatic annual increases based on an appropriate cost of living index
 - Create a reduced rates for purchase of plots for burial of Poulsbo residents whose total income is at or below 125% of the federally established poverty level
 - Specify a process for transfer of plot ownership from the initial purchaser to designated successor owner(s)
 - Provide for transfer of plot ownership back to the City if no successor owner can be found
 - Provide for remedying tilted monuments, cracked plot borders, overgrown vegetation, or other problems at grave sites where the deceased's family members cannot be contacted
 - Allow for natural burials, with corresponding standards and requirements
 - Allow for pet burials, with corresponding standards and requirements
 - Allow for an ashes garden, with corresponding standards and requirements for placement of cremated remains
 - Allow one casket plus 2 cremated remains per plot, OR 4 cremated remains for plots containing no casket
 - Allow for walking of dogs within the Cemetery in compliance with leash laws and other City regulatory guidelines

Services and Activities:

- Flag placement at veterans grave sites each Memorial Day and Veterans Day
- An annual "Heritage Day" with guided historical tours of the Cemetery
- Use of the covered structure for funeral services and special events consistent with the decorum of this Cemetery

- Publication of a brochure on the history of the site, with a cell phone application for a self-guided tour
- A photographic archive of grave monuments, linked to a GPS database
- An information page on the City's website containing
 - location of the Cemetery
 - location of plots available for purchase
 - information regarding the purchase of plots
 - rules and allowable uses of the site
 - index of deceased persons interred at the Cemetery
 - answers to frequently asked questions (FAQ's)
 - contact information for appropriate City staff
- Periodic updating of the Friends of Poulsbo Cemetery website
- Links between the City and "Friends" websites, along with links to other applicable local organizations and websites

Capital Improvements:

- Sprinkler irrigation system for the lower flat tier of the Cemetery (Note: this should be implemented prior to the sale of plots within that tier.)
- Flagpole
- Columbarium with niches to be sold for placement of urns containing cremated remains
- Memorial Plaza to honor people who have served the Poulsbo community with distinction
- Ashes garden where cremated remains may be placed
- Iron-work fencing with brick pilasters for affixing sponsorship or memorial plaques
- Durable, standardized section markers and grave site markers
- Pathways for walking
- Areas for sitting, reading, prayer, and contemplation
- A "heritage trail" with memorials and markers commemorating pioneers and notable members of the North Kitsap community
- Informational signage including display map, bulletin board, historical material, markers for heritage trees, and other information as appropriate
- Landscaping enhancements
- Public Art
- Lighting

Maintenance:

- Notify new plot owners, and remind plot holders of record, of their responsibility for plot maintenance and repair
- Annual volunteer Cleanup Day the first Saturday of May
- Establish an "Adopt-A-Tier" program whereby organizations or individuals look after designated sections of the Cemetery
- With input from the City Arborist and Tree Board, identify and remove inappropriate vegetation

Procedures and Record Keeping:

- Revise the application form for purchase of plots
- Notify new plot owners, and remind plot holders of record, of their responsibility for plot maintenance and repair
- Contact 1/3 of the plot owners each year to obtain up-to-date contact information (such that the entire database is updated on a 3-year cycle)

Financial Matters:

- Provide information to plot owners and other potentially interested individuals or organizations of the Memorial Benches available for sale at the Cemetery
- Conduct other City-sponsored fundraising activities (e.g., purchase of bricks in the Memorial Plaza, etc.) with proceeds deposited into the Cemetery Reserve Fund
- Conduct private fundraising activities with proceeds deposited into the Cemetery Reserve Fund
- Contact plot owners and descendants of plot owners informing them that donations or bequests are welcome to be made to the Cemetery Reserve Fund
- Establish internships whereby students or employees conduct specific, time-limited tasks or projects
- Consider the desirability and feasibility for leasing portion(s) of the Cemetery site to a reputable funeral home with lease proceeds going into the Cemetery Reserve Fund

Further Suggestions:

- While beyond the scope of this planning effort, it is hoped the City would consider acquisition of acreage immediately south of the Cemetery site. This is not intended to be an expansion of the Cemetery, but rather an open space for passive recreation that would be a compatible enhancement for visitors of the Cemetery as well as the public generally.
- Consider the desirability and feasibility of creating a non-profit 501(c)3 organization with the expressed purpose of implementing this Master Plan
- Consider the desirability and feasibility of creating a Special District with responsibility for the Cemetery