

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Alisa Hasbrouck, Environmental Public Health Manager
Veronica Shaw, Deputy Director of Public Health

DATE: November 7, 2022

SUBJECT: MOTION: Approve Community Wellness Project's Request for 25% Reduction in Temporary Food Service Fees

STATEMENT OF ISSUE:

Jefferson County Public Health, Environmental Health Division, requests Board approval of Community Wellness Project's Request for 25% Reduction in Temporary Food Service Fees.

ANALYSIS:

Community Wellness Project has requested a 25% reduction of their temporary food service permit fee. According to the 2022 Environmental Health fee schedule, non-profit 501(c)(3) organizations may receive a 25% reduction in their permit fee with a BOH resolution if backfilled with General Funds. BOCC Policy 74-95 requires a resolution for fee waivers. Jefferson County Public Health currently has adequate General Fund dollars in the Environmental Public Health budget to cover this small amount.

FISCAL IMPACT:

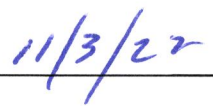
The total amount of Community Wellness Project's temporary food service permit fee is \$149.00; the amount of the 25% fee reduction is \$37.25.

RECOMMENDATION:

MOTION: Public Health requests that the Board of Commissioners approve a motion to approve Community Wellness Project's request for 25% reduction in temporary food service fees.

REVIEWED BY:


Mark McCauley, County Administrator


Date

APPROVED by the Board of
Jefferson County Commissioners

Heidi Eisenhour, Chair

Date



Email: foodsafety@co.jefferson.wa.us
Website: www.jeffersoncountypublichealth.org
Tel: 360.385.9444 Fax: 360.379.4487

For Office Use:

Date Rec'd 10/10/22 Receipt# 12239514
Amt. 149.00 Check# CREDIT
Permit# 22-167 Category High Risk
Comments: Single event

Request for 25% Reduction in Temporary Food Service Fees

Qualifying 501(c)(3) organizations may request a 25% reduction in temporary food service fees. Requests will be considered by the Board of County Commissioners (BOCC). **It may take up to two months to process a request. County general funds must be available to reimburse Environmental Public Health for all fee reductions, for the reduction to be given.**

The purpose of the organization must be charitable, religious, educational, scientific, literary, test for public safety, foster national or international amateur sports competition, or to prevent cruelty to animals. The term charitable is used in its generally accepted legal sense and includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erecting or maintaining public buildings, monuments, or works; lessening the burdens of government; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency.

Name of
Organization:

Community Wellness Project
chimacum, WA 98325

Address:

P.O. Box 314

Phone

No:

360-821-9658

IRS EIN (Tax
ID) #:

20-5410649

Contact Person:

Stacey Larsen

Purpose of
Organization:

Cultivate health, resiliency and wellbeing of students
and families in Jefferson County, WA



Attach Temporary Food Service Permit application



Attach your organization's IRS Exemption Determination Letter as proof of non-profit status

I attest that the organization named above meets the criteria above, and I am requesting a 25% reduction in temporary food service fees for the event(s) indicated on the attached permit application.

Stacey Larsen

Signature, Applicant

10/10/22

Date

BOCC Approval:

Signature, Chair of BOCC

Date

RECEIVED

OCT 11 2022

JEFFERSON COUNTY
ENVIRONMENTAL PUBLIC HEALTH



Temporary Food Service Establishment Permit To Operate Non-Transferable

Name of Establishment: **COMMUNITY WELLNESS PROJECT**

Event and Location: **Harvest Dinner @ Finnriver Farm and Cidery**

Owner or Operator: **STACEY LARSEN**

Permit :
TFS2022-00167 # 1

Class: Complex
Recurring? No

Date/s of Event
10/19/2022 to 10/19/2022

Conditions of Approval

- 1.) Food Handlers must read, sign and post temporary food service rules in the booth or site of food service. Located in the last 3 pages of the application.
- 2.) PERMIT ONLY VALID FOR THE DATE(S) OF EVENT.
- 3.) Food Service Permit must be posted at facility, in booth or site of food service.
- 4.) Potentially Hazardous Food must be either cold-held at 41 degrees or less or hot-held at 135 degrees or higher. Use temperature control or time/temperature log. If time/temperature log is used, discard food after 4 hours.
- 5.) Menu limited: Beef stew, quinoa stew, biscuits, cornbread, salad.

The above noted parties are hereby granted a permit to operate a food establishment at the event and location for the period identified above in Jefferson County, Washington. This permit may be suspended or revoked by the Jefferson County Health Officer or their designee.

The above noted parties agree to comply with Jefferson County Code, Chapter 8.05, Food Service Sanitation and Chapter 246-215 WAC, Rules and Regulations of the State Board of Health, Food Service. Further, the noted parties agree to all conditions of this permit.

Changes to the operation, facility or menu require prior written approval from the Jefferson County Environmental Public Health Department.

Dr. Allison Berry, MD, MPH
Jefferson County Health Officer

COMMUNITY HEALTH
DEVELOPMENTAL DISABILITIES
MAIN: (360) 385-9400
FAX: (360) 385-9401

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER COMMUNITY

Pinky Mingo
Pinky Mingo
Jefferson County Environmental Health Director

ENVIRONMENTAL PUBLIC HEALTH
WATER QUALITY
MAIN: (360) 385-9444
FAX: (360) 379-4487

Emily Cecere

From: noreply@civicplus.com
Sent: Saturday, October 8, 2022 12:09 PM
To: Pinky Mingo; Mina Kwansa; Shirley Reynolds; Alisa Hasbrouck; Emily Cecere
Subject: Online Form Submittal: 2022 Temporary Food Service Application--Jefferson County Public Health

APPROVED BY: MINA KWANSA 10/10/22

ALERT: BE CAUTIOUS This email originated outside the organization. Do not open attachments or click on links if you are not expecting them.

2022 Temporary Food Service Application--Jefferson County Public Health

For Office Use:

Date Rec'd: 10/10/22

Receipt # 122239514

Amt. 149.00

Check # CREDIT

Permit # TFS 2022-00167

Category High Risk Single

Comments: TFS Event - Single event



CREATE AN ACCOUNT OR SIGN IN TO CIVIC PLUS TO BE ABLE TO SAVE PROGRESS. FORMS THAT TIME OUT WILL NOT BE SAVED.

Temporary Food Service Application

Answer the following questions to determine what type of permit you need:

I will be cooking/heating foods at my commissary, and placing them in refrigeration or in ice to cool down (soup, chili made from scratch, chowder)

Business Information

Business Name

Community Wellness Project

Mailing Address

P.O. Box 314

10/10/22 ——— Email to Finner Cidery Management for Commissary Letter

Email info@jccwp.org

Person in Charge Stacey Larsen

Phone Number 360-821-9658

Food Handler Card Info: Stacey Larsen
Name

Food Handler Card Info: 9/9/2025
Exp:

Permit Type
(Choose only 1 permit type below)

Limited Risk and Exempt Foods: [Limited Risk and Exempt Foods List \(PDF\)](#)

What is Your Temporary Food Establishment's Risk Level? [Temporary Food Establishment's Risk Level](#)

Low Risk

Low Risk Permit Types *Field not completed.*

Medium Risk Food
Foods to be prepared and held hot or cold

Medium Risk Food Permit Types *Field not completed.*

High Risk
Food cooked or served from raw animal products or required advanced cooking and cooling in an approved kitchen

High Risk Food Permit Types \$149.00 Single Event

Demonstrator

Demonstrator Permit Type *Field not completed.*

Late Fees

Apply if we do not receive your application within 10 calendar days of the event *Field not completed.*

Permit Exempt
Items limited to specific foods

Permit Exempt *Field not completed.*



Qualifying 501(c)(3) organizations may request a 25% reduction in temporary food service fees. Requests will be considered by the Board of County Commissioners (BOCC). It may take up to two months to process a request.

Fee Reduction

[Fee Reduction Request Form \(PDF\)](#)

Make checks payable to JCPH. You can also pay with credit and debit cards on our website.

You can also mail in your payment to 615 Sheridan St., Port Townsend, WA, 98368.

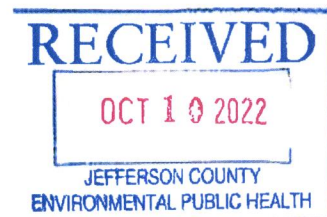
Event Information

Event Name Harvest Dinner ✓
Event Date October 19th ✓
Event Time 5:30-7:30 ✓
Event Location Finnrivier Farm and Cidery ✓

Event Coordinator Stacey Larsen ✓

Phone Number 360-821-9658

Email slarsen01@yahoo.com



Water, Ice, and Wastewater

Water Source County

Ice Source County

Wastewater Disposal County

Food Preparation Procedures

Example:

Example: In the first example listed below, thawing chicken is the first preparation step used, so that box is given a "1". Cutting or assembling the thawed chicken is the second preparation step used, so that box is given a "2". After the chicken is assembled, it is then portioned. The Portion/Package is therefore given a "3". Numbers are used in succession until all food preparation steps for that menu item have been completed.

Section A: At the Approved Kitchen (commissary kitchen)

Where is the approved kitchen?	On site
Address	124 Center Road, Chimacum WA 98325
When is the Approved Kitchen going to be used for Preparing Food?	October 18th and 19th
Commissary letter	Commesary Letter.docx
Submit Menu	Harvest Dinner 1.docx

Please fill out the information below with all food items, including beverages and condiments.

MENU ITEM 1

Menu Item	Quinoa Stew
Thaw to 41°F or less	<i>Field not completed.</i>
Cut/Assemble	Step 1
Cook to Appropriate Temperature	Step 2
Cool to 41°F Within 6 Hours	<i>Field not completed.</i>
Cold Holding 41°F or less	<i>Field not completed.</i>
Reheat to 165°F	<i>Field not completed.</i>
Hot Holding 135° or above	Step 3
Portion/ Package	<i>Field not completed.</i>
Transport < 41°F="" or="">135°F	<i>Field not completed.</i>

MENU ITEM 2

Menu Item	<i>Field not completed.</i>
Thaw to 41°F or less	<i>Field not completed.</i>
Cut/Assemble	<i>Field not completed.</i>
Cook to Appropriate Temperature	<i>Field not completed.</i>



Cool to 41°F Within 6 Hours	<i>Field not completed.</i>
Cold Holding 41°F or less	<i>Field not completed.</i>
Reheat to 165°F	<i>Field not completed.</i>
Hot Holding 135° or above	<i>Field not completed.</i>
Portion/ Package	<i>Field not completed.</i>
Transport < 41°F="" or="">135°F	<i>Field not completed.</i>

MENU ITEM 3

Menu Item	Beef Stew
Thaw to 41°F or less	<i>Field not completed.</i>
Cut/Assemble	Step 1
Cook to Appropriate Temperature	Step 2
Cool to 41°F Within 6 Hours	Step 3
Cold Holding 41°F or less	<i>Field not completed.</i>
Reheat to 165°F	Step 4
Hot Holding 135° or above	Step 5
Portion/ Package	<i>Field not completed.</i>
Transport < 41°F="" or="">135°F	<i>Field not completed.</i>

MENU ITEM 4

Menu Item	Salad
Thaw to 41°F or less	<i>Field not completed.</i>
Cut/Assemble	Step 1
Cook to Appropriate Temperature	<i>Field not completed.</i>
Cool to 41°F Within 6 Hours	<i>Field not completed.</i>
Cold Holding 41°F or less	Step 2



Reheat to 165°F	<i>Field not completed.</i>
Hot Holding 135° or above	<i>Field not completed.</i>
Portion/ Package	<i>Field not completed.</i>
Transport < 41°F="" or="">135°F	<i>Field not completed.</i>

MENU ITEM 5

Menu Item	Biscuit
Thaw to 41°F or less	<i>Field not completed.</i>
Cut/Assemble	Step 1
Cook to Appropriate Temperature	Step 2
Cool to 41°F Within 6 Hours	<i>Field not completed.</i>
Cold Holding 41°F or less	<i>Field not completed.</i>
Reheat to 165°F	<i>Field not completed.</i>
Hot Holding 135° or above	<i>Field not completed.</i>
Portion/ Package	<i>Field not completed.</i>
Transport < 41°F="" or="">135°F	<i>Field not completed.</i>
For subsequent menu items, please use the extra space below:	<i>Field not completed.</i>

Section B: At the Booth

MENU ITEM 1

Menu Item	<i>Field not completed.</i>
Thaw to 41°F or less	<i>Field not completed.</i>
Cut/ Assemble	<i>Field not completed.</i>
Cook to Appropriate Temperature	<i>Field not completed.</i>
Cold Holding 41°F or less	<i>Field not completed.</i>



Hot Holding 135° or above	<i>Field not completed.</i>
Reheat to 165°F	<i>Field not completed.</i>
Portion/ Package	<i>Field not completed.</i>
Other/ Serve	<i>Field not completed.</i>

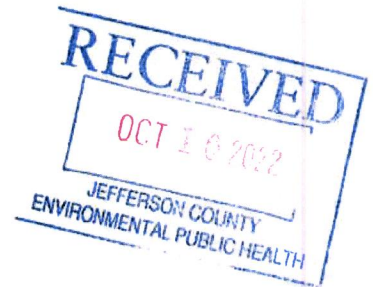
MENU ITEM 2

Menu Item	<i>Field not completed.</i>
Thaw to 41°F or less	<i>Field not completed.</i>
Cut/ Assemble	<i>Field not completed.</i>
Cook to Appropriate Temperature	<i>Field not completed.</i>
Cold Holding 41°F or less	<i>Field not completed.</i>
Hot Holding 135° or above	<i>Field not completed.</i>
Reheat to 165°F	<i>Field not completed.</i>
Portion/ Package	<i>Field not completed.</i>
Other/ Serve	<i>Field not completed.</i>

MENU ITEM 3

Menu Item	<i>Field not completed.</i>
Thaw to 41°F or less	<i>Field not completed.</i>
Cut/ Assemble	<i>Field not completed.</i>
Cook to Appropriate Temperature	<i>Field not completed.</i>
Cold Holding 41°F or less	<i>Field not completed.</i>
Hot Holding 135° or above	<i>Field not completed.</i>
Reheat to 165°F	<i>Field not completed.</i>
Portion/ Package	<i>Field not completed.</i>
Other/ Serve	<i>Field not completed.</i>

MENU ITEM 4



Menu Item	<i>Field not completed.</i>
Thaw to 41°F or less	<i>Field not completed.</i>
Cut/ Assemble	<i>Field not completed.</i>
Cook to Appropriate Temperature	<i>Field not completed.</i>
Cold Holding 41°F or less	<i>Field not completed.</i>
Hot Holding 135° or above	<i>Field not completed.</i>
Reheat to 165°F	<i>Field not completed.</i>
Portion/ Package	<i>Field not completed.</i>
Other/ Serve	<i>Field not completed.</i>



MENU ITEM 5

Menu Item	<i>Field not completed.</i>
Thaw to 41°F or less	<i>Field not completed.</i>
Cut/ Assemble	<i>Field not completed.</i>
Cook to Appropriate Temperature	<i>Field not completed.</i>
Cold Holding 41°F or less	<i>Field not completed.</i>
Hot Holding 135° or above	<i>Field not completed.</i>
Reheat to 165°F	<i>Field not completed.</i>
Portion/ Package	<i>Field not completed.</i>
Other/ Serve	<i>Field not completed.</i>

For subsequent menu items, please use the extra space below:

Food Preparation Equipment

Equipment list: Identify equipment used in your temporary food establishment (check all boxes that apply).

Hand wash Station	Plumbed hand sink
Required for Open Food	

Cooking/Reheating Equipment	Oven
Cold/Hot holding Equipment	Refrigerator
Floor and Overhead Coverage	Floor
Floor and Overhead Coverage Additional Information:	<i>Field not completed.</i>



Sanitizing/Dishwashing	Bleach/sanitizer (1 tsp bleach/gallon of cold water)
------------------------	--

Produce Washing	Produce washed and processed in an approved kitchen
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By signing below, I understand that issuance and retention of a permit to operate a Temporary Food Establishment will only include serving those items listed in this application and only for the event dates listed. Any change of person in charge, menu, or event dates, requires approval by the Environmental Health Department and may require resubmission of this application. All service will be in compliance with the Rules and Regulations of Washington State (WAC 246-215) and the Local Board of Health Ordinance Chapter 8.05 Jefferson County Code. Your temporary permit must be posted at each event. Failure to post your permit may result in revocation of the operating permit. Failure to obtain a valid TFS permit prior to event may result in the following: (a) immediate closure, and/or (b) submission of TFS application after event for review, (c) submission of TFS permit application fee (d) 50% of TFS permit application fee as a late fee.

Print Name	Stacey Larsen ✓
Signature	Stacey Larsen ✓
Date	10/6/22 ✓

Email not displaying correctly? [View it in your browser.](#)

Menu for 2022 Harvest Dinner

Beef Stew

Quinoa Stew

Biscuits/Cornbread

Salad



Community Wellness Project will be using the kitchen at Finnriver Farm and Cidery to prepare the meal. I wanted to make sure the permit was submitted on time-I will contact Anderson the Kitchen manager and have him send you the letter right away that says we have permission to use the kitchen. Thanks so much.

Stacey Larsen

CWP Board Member



Thank you for your payment!

This service has been provided by [Jefferson County Public Health, WA](#) and [Point & Pay](#). We value your business. Please keep this receipt for future reference.

You have made a payment to [Jefferson County Public Health, WA](#). Jefferson County Public Health thanks you for your payment. For questions about your septic system monitoring account, please call 360-385-9444. For other questions please call 360-385-9409.

Name: Stacey Larsen
Address: 2347 Sheridan St, Port Townsend WA, US, 98368
Contact: 3608219658
Comments:

Payment ID: 122239514
Date: 10/08/22 12:19 PM
Subtotal: \$149.00
Fee: \$5.00
Total: \$154.00
Method: Credit Card(*****4715)

Item Purchased	Transaction Description	Account	Amount
Food Service Temporary Permits	Jefferson Co Pub Hlt	Single Event-Initial App. LP560 \$149.00	\$149.00

Signature: _____ **Date:** ____/____/____
By signing this receipt you agree to the terms and conditions of this service.

You will see one line item on your credit or debit card statement indicating the amount you paid and will be identified as *Jefferson Co Pub Hlt*. If you have any questions about the charges please call 1-888-891-6064.

[Print Receipt](#) [Close Window](#)



COMMISSARY/WASTEWATER AGREEMENT LETTER

Executed On: 10/10/22

State Of: Washington

JCPH

615 Sheridan Street

Port Townsend, WA 98368

Finnriver North LLC

124 Center Road

Chimacum, WA 98325

[hereby referred to as FRN]

Community Wellness Project

[hereby referred to as CWP]

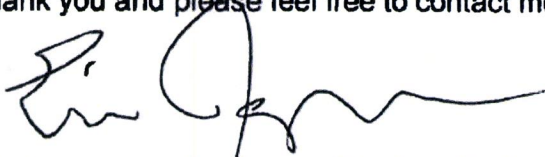
FRN hereby agrees, for the entire duration of their renewing food permit with the Jefferson County Department of Public Health, to allow CWP use of its commercially licensed kitchen for the storage and preparation of food items as it relates the operations of and for CWP.

CWP will be given access as needed and agreed upon to sinks, cold and dry storage, and cooking area, and restroom facilities for employees and volunteers.

CWP will also have access and permission to dispose of their gray water from their mobile operation via the mop sink in the commercial kitchen as needed.

FRN commercial kitchen is licensed and in good standing with above listed Health Department. CWP agrees to keep all used areas clean and abide by all health department codes including but not limited to any requirements or restrictions FRN may require.

Thank you and please feel free to contact me with any questions you may have.



Eric Jorgensen, Co-Owner, Finnriver North LLC

360-821-1611

eric@finnriver.com



RESTROOM AGREEMENT LETTER

Executed On: 10/10/22

State Of: Washington

JCPH

615 Shendan Street
Port Townsend, WA 98368

Finnriver North LLC

124 Center Road

Chimacum, WA 98325

[hereby referred to as FRN]

Community Wellness Project

[hereby referred to as CWP]



FRN hereby agrees, for the entire effective period of their event service permit through the Jefferson County Dept of Public Health, to allow CWP and its employees and volunteers access and permission to use the bathroom facilities in our commercial kitchen during any and all times when they are using the commercial kitchen.

FRN commercial kitchen is licensed and in good standing with above listed Health Department. CWP agrees to keep all used areas clean and abide by all health department codes including but not limited to any requirements or restrictions FRN may require.

Thank you and please feel free to contact me with any questions you may have.

A handwritten signature in black ink, appearing to read "Eric Jorgensen".

Eric Jorgensen, Co-Owner, Finnriver North LLC
360-821-1611
eric@finnriver.com

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 28 2007

THE WOMENS HEALTH PROJECT
230 TAYLOR ST STE D
PORT TOWNSEND, WA 98368

Employer Identification Number:
20-5410649

DLN:
17053009014027

Contact Person:
DEL TRIMBLE

ID# 31309

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
DECEMBER 31

Public Charity Status:
170(b)(1)(A)(vi)

Form 990 Required:
YES

Effective Date of Exemption:
AUGUST 20, 2006

Contribution Deductibility:
YES

Advance Ruling Ending Date:
DECEMBER 31, 2010



Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to other organizations, your records must show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence the funds will be used for section 501(c)(3) purposes.

Letter 1045 (DO/CG)

**JEFFERSON COUNTY PUBLIC HEALTH
ENVIRONMENTAL HEALTH DIVISION**

ENVIRONMENTAL HEALTH	2022	Technology Fee	2022 TOTAL FEE	Additional Fees and Other Information
GENERAL				
Health Officer Administrative Hearing	382.00	19.00	401.00	Title 8
Administrative Hearing Appeal	382.00	19.00	401.00	Title 8
Hearing Examiner Appeal	266.00	13.00	279.00	Title 19
Technical Assistance/Plan Review - Minimum	99.00	5.00	104.00	
Technical Assistance/Plan Review - Per Hour	99.00	5.00	104.00	
Late Fee for Invoices	57.00	3.00	60.00	See Resolution #88-20
Case Scanning/Technology Fee	34.00	2.00	36.00	
O & M Inspection Report Manual Data Entry & Payment Processing Fee	49.00	2.00	51.00	
Recording Fee	75.00	4.00	79.00	Plus the Auditors Office recording fee
Notice to Title Rescission	385.00	19.00	404.00	Plus recording fee and fee for filing & removing Notice to Title
ONSITE SEWAGE DISPOSAL				
Sewage Disposal Permits				
New Conventional	653.00	33.00	686.00	Valid for 3 years
New Alternative	950.00	48.00	998.00	Valid for 3 years
New septic tank and/or pump chamber only	390.00	20.00	410.00	Issued in conjunction with an existing sewage disposal system or community system
New Community or Commercial:				
Conventional	824.00	41.00	865.00	Base Fee - Valid for 3 years
Alternative	1,053.00	53.00	1,106.00	Base Fee - Valid for 3 years
Each Connection	103.00	5.00	108.00	Add to base permit fee
Development and Review Financial Assurance and System Operation Agreements	99.00	5.00	104.00	Per Hour
Septic Permit with SPAAD (conventional)	351.00	18.00	369.00	
Septic Permit with SPAAD (alternative)	652.00	33.00	685.00	
Repair (see below for specific fees)	-	-	Based on Permit	Applies to existing installed sewage disposal system; the Technical Assistance/Plan Review hourly rate will be charged for repairs where the applicants require additional assistance
Repair - Conventional	326.00	16.00	342.00	
Repair - Alternative	475.00	24.00	499.00	
Repair - Septic tank and/or pump chamber only	195.00	10.00	205.00	
Repair - Community or Commercial: Conventional	412.00	21.00	433.00	Applies to existing installed sewage disposal system; the Technical Assistance/Plan Review hourly rate will be charged for repairs where the applicants require additional assistance
Repair - Community or Commercial: Alternative	527.00	26.00	553.00	
Modification or Reserve Area Designation	296.00	15.00	311.00	
Expansion	617.00	31.00	648.00	
Redesign	197.00	10.00	207.00	Applies to pending or active but not installed
Reinspection	246.00	12.00	258.00	
Annual Operating Permit for Holding Tanks	154.00	8.00	162.00	
Evaluation of Existing System/Monitoring Inspection				
Septic system only	383.00	19.00	402.00	
Septic system plus water sample	432.00	22.00	454.00	
Retest/Reinspection	197.00	10.00	207.00	
On Site Sewage - Building and Planning				
Subdivision Review Base Fee	592.00	30.00	622.00	Plus Per lot fee
Boundary line adjustment or Lot Certification base review fee	232.00	12.00	244.00	Plus Per lot fee
Planned rural residential development review fee	232.00	12.00	244.00	
Per lot fee	103.00	5.00	108.00	For Subdivision Review, Boundary Line Adjustment and Planned Rural Residential Development Review fees
Pre application meeting fee	232.00	12.00	244.00	
Density exemption review fee	148.00	7.00	155.00	
Field Work for Density Exemption Review	99.00	5.00	104.00	Per Hour
Building Application Review:				
Residential - Individual OSS	148.00	7.00	155.00	Review after Building Permit issued, is same fee
Commercial - Individual OSS	296.00	15.00	311.00	Review after Building Permit issued, is same fee
Community OSS	296.00	15.00	311.00	Review after Building Permit issued, is same fee
Revised Site Plan Review	75.00	4.00	79.00	Review of resubmission before Building Permit is issued
Other				
Waiver/Variance Application	272.00	14.00	286.00	
Waiver/Variance Hearing	444.00	22.00	466.00	
Wet season evaluation	617.00	31.00	648.00	
General environmental health review fee	99.00	5.00	104.00	Per Hour
Licenses				
Installer, Pumper, Operator (maintenance person)	617.00	31.00	648.00	
Retest	246.00	12.00	258.00	
Homeowner Authorization	12.00	1.00	13.00	
Annual Certificate Renewal	342.00	17.00	359.00	
Delinquent Renewal after January 31	617.00	31.00	648.00	
FOOD SERVICE ESTABLISHMENTS				
Annual Permit Fees (Based on menu Complexity & seating - menu changes may change category)				
Category 1	264.00	13.00	277.00	
Category 2	371.00	19.00	390.00	
Category 3	623.00	31.00	654.00	
With lounge, add	264.00	13.00	277.00	Separate lounge area
With catering, add	371.00	19.00	390.00	
Annual Permit Issued after September 1	50% of fee	5% of 50% fee	Based on Permit	50% of Annual Permit Fee
Temporary Permits Application Fees				
Single Event (Medium and High Risk)				
Initial Application (First Event)	142.00	7.00	149.00	Not to exceed 21 days at your location
Additional Event (Same Menu Only)	82.00	4.00	86.00	Not to exceed 21 days at your location
Organized Recurring Event (e.g. Farmers Market)				
Limited Menu	172.00	9.00	181.00	Not to exceed 3 days a week at a single location
Complex Menu	229.00	11.00	240.00	Not to exceed 3 days a week at a single location
Low Risk Foods (Limited to Specific Listed Foods)				
Single	64.00	3.00	67.00	
Recurring	96.00	5.00	101.00	
Annual (Art Walks, Open House)	320.00	16.00	336.00	
Demonstration				
Single	64.00	3.00	67.00	
Event, per location	266.00	13.00	279.00	
Permit Exempt	27.00	1.00	28.00	
25% Reduction for 501(c)(3) and households that meet USHHS Poverty Guidelines*	75% of fee	5% of 75% fee	Based on Permit	* With BoH Resolution & backfilled with General Funds.
Late Fee for Temporary Permits	50% of fee	5% of 50% fee	Based on Permit	Additional (Paid when application is submitted less than 7 days prior to the event)
Other Food Fees				
New Establishment	229.00	11.00	240.00	
New Owner/Change of Owner	144.00	7.00	151.00	
Waiver/Variance	115.00	6.00	121.00	Per Hour; for review and/or approval
Reopening Fee	115.00	6.00	121.00	Per Hour
Manager's Course	307.00	15.00	322.00	
Pre-opening inspection	115.00	6.00	121.00	Per Hour
Food Service Plan Review	115.00	6.00	121.00	Per Hour; for review and/or approval
Reinspection				
First Inspection	172.00	9.00	181.00	
Each inspection after first	286.00	14.00	300.00	
Food Handler Card				
Reissue Unexpired Food Handler Card	10.00	-	10.00	
SOLID WASTE				
Annual Permit Fees				
Limited Purpose Landfill	3,152.00	158.00	3,310.00	For the first 30 hours, then assess technical rate
Closed Landfill	2,379.00	119.00	2,498.00	For the first 24 hours, then assess the technical rate
Biosolid/Composting Facilities	1,119.00	56.00	1,175.00	For the first 11 hours, then assess the technical rate
Moderate Risk Facility	1,105.00	55.00	1,160.00	For the first 11 hours, then assess the technical rate
Inert Waste Landfills	535.00	27.00	562.00	For the first 5 hours, then assess the technical rate
Transfer Station	2,379.00	119.00	2,498.00	For the first 24 hours, then assess the technical rate

**JEFFERSON COUNTY PUBLIC HEALTH
ENVIRONMENTAL HEALTH DIVISION**

ENVIRONMENTAL HEALTH	2022	Technology Fee	2022 TOTAL FEE	Additional Fees and Other Information
Other Solid Waste Facilities	808.00	40.00	848.00	For the first 5 hours, then assess the technical rate
Drop Boxes	793.00	40.00	833.00	For the first 8 hours, then assess the technical rate
Commercial Shooting Facilities	-	-	-	Per Hour
Miscellaneous Fees				
New Facility Application	649.00	32.00	681.00	
Exempt Facility Inspection	493.00	25.00	518.00	
Facility Reinspection	50% of fee	5% of 50% fee	Based on Reinspection	
Plan, Document and Waiver/Variance Review	396.00	20.00	416.00	+\$104/hour for > 4 hours and 5% of total cost for addtl hours for Technology Fee
WATER				
Application Fee	236.00	12.00	248.00	Inspection of well construction, decommission & reconstruction
Determination of Adequate Water Supply base fee	148.00	7.00	155.00	
Well Inspection & Water Sample for Loan	197.00	10.00	207.00	
Well Site Inspection-Proposed public water supply	469.00	23.00	492.00	Tech Assist and Document Review is billed at the hourly rate
LIVING ENVIRONMENTS				
Water Recreation Facilities Operation Permit				
Single Swim Pool (in operation for < 6 months of the year)	339.00	17.00	356.00	
Single Swim Pool (in operation for ≥ 6 months of the year)	432.00	22.00	454.00	
Single Spa Pool (in operation for < 6 months of the year)	297.00	15.00	312.00	
Single Spa Pool (in operation for ≥ 6 months of the year)	432.00	22.00	454.00	
Single Wading Pool (in operation for < 6 months of the year)	246.00	12.00	258.00	
Single Wading Pool (in operation for ≥ 6 months of the year)	432.00	22.00	454.00	
Spray Pool or Pools (in operation for < 6 months of the year)	122.00	6.00	128.00	
Spray Pool or Pools (in operation for ≥ 6 months of the year)	185.00	9.00	194.00	
Each Additional Swim, Spa, or Wading Pool (in operation for < 6 months of the year)	73.00	4.00	77.00	
Each Additional Swim, Spa, or Wading Pool (in operation for ≥ 6 months of the year)	98.00	5.00	103.00	
Reinspection	99.00	5.00	104.00	Per Hour plus associated lab costs
Plan Review	99.00	5.00	104.00	Per Hour
Indoor Air (Tobacco)				
Compliance Enforcement	99.00	5.00	104.00	Per Hour
Reinspection	99.00	5.00	104.00	
Rebuttal Application	197.00	10.00	207.00	

Note: 2021 Fees have been adjusted per Ordinance 12-1209-96, Section 4 - Annual Fee Indexing. Fixed amount fees established by this ordinance shall be adjusted annually on the first business day of January (Adjusted Date) by the amount of the increase in the Consumer Price Index (CPIW). The CPIW is the Consumer Price Index - US City Average for All Urban Wage Earners and Clerical Workers, published by the Bureau of Labor Statistics for the United States Department of Labor.

The annual fee adjustment shall be calculated as follows: each fee in effect immediately prior to the Adjustment Date will be increased by the percentage increase in the CPIW as reported for the month of September preceding the Adjustment Date. Increases will be rounded to the nearest dollar. A fee shall not be reduced by reason of such calculation. However, fee increases in accordance with this calculation shall not exceed 5 percent per year.

STATE OF WASHINGTON
County of Jefferson

IN THE MATTER OF A POLICY
FOR CONSIDERATION OF
FEE WAIVER REQUESTS
ASSOCIATED WITH
COUNTY ORDINANCES

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}
}
}
}

RESOLUTION NO. 74-95

WHEREAS, Federal, State and local laws require public agencies to treat all parties equally, so there is no potential for discrimination; and,

WHEREAS, Jefferson County Ordinances establish fees to, in part, compensate the general public for costs associated with the review of projects or activities, provision of services; and,

WHEREAS, requests are submitted to the Board of County Commissioners for waiver of fees by individuals and organizations, and;

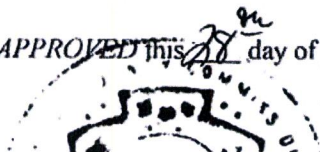
WHEREAS, the following findings are made with regard to the matter of requests for the waiver of fees:

- 1) The waiver of fees for one party and not another can be viewed as discriminatory, unless there is a stated policy when and under what circumstances said waiver would occur.
- 2) The Washington State Constitution prohibits the gift of public funds and the waiving of fees can amount to a gift as the costs associated with providing services are shifted entirely to the public for the benefit of the applicant.
- 3) Fees set by County Ordinance do not differentiate between worthy causes or worthy organizations and are to be applied equally to private individuals and public agencies.
- 4) The waiving of fees creates a budget impact for the department not receiving the fees.

NOW, THEREFORE, BE IT RESOLVED, that there may be circumstances where the requested waiver of fees may be in the public interest and of public benefit for a project or activity and the public should participate by the waiving of the fee(s).

BE IT FURTHER RESOLVED, to assure that all parties requesting a waiver of fees are treated equally and to determine if the requested waiver of fees is in the public interest and of public benefit, the following policy (Attachment A to this Resolution) is hereby adopted.

APPROVED this 28th day of August, 1995.



JEFFERSON COUNTY

ATTACHMENT "A" RESOLUTION NO. 74-95

**POLICY FOR CONSIDERATION OF
FEE WAIVER REQUESTS**

POLICY STATEMENT

The waiving of fees for individuals or organizations may be seen as: 1) being a gift of public funds, 2) being a discriminatory act, and 3) having an impact on individual County department/funds budgets. Jefferson County has determined that there may be circumstances, however, where the public interest and public benefit in a project or activity is such that the public should participate by the waiving of fees associated with such a project or activity.

REQUEST AND DEPARTMENT RECOMMENDATION:

All requests for waiver of fees shall be made in writing to the department administering the fee to be waived.

The Department will forward the request to the Board of County Commissioners with their recommendation for approval or denial.

APPROVAL CRITERIA:

The Jefferson County Board of Commissioners shall review all requests to waive the fees associated with any individual project or activity. Requests may only be approved when the following criteria can be met:

- 1) There is substantial public interest and benefit in the project or activity to the degree said project or activity could be a County project or activity, but is not because an alternative method for the project/activity was found.
- 2) Any and all similar requests will receive the same approval regardless of the person or organization requesting the waiver.
- 3) A corresponding amount from a Fund, to be designated by the Board of Commissioners at the time of the approval, will be transferred to the Department where the fee is waived.