



CITY COUNCIL MEETING AGENDA

**January 14, 2026
6:00 PM
Civic Center**

The Granite Falls City Council will hold its meeting in person. Comments in this meeting are encouraged and may be emailed to the city clerk in advance of the meeting or given in person.

- 1. CALL TO ORDER (VIA IN-PERSON)**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. NEW BUSINESS**
 - 4.a. Public Records Training Questions & Answers (Joint Planning Commission & City Council Training)**
 - 4.b. Discussion of 10317 Jordan Road Property Concern**
 - 4.c. Discussion - Delegation of Purchasing and Contracting Authority**
 - 4.d. Title 19 and 21 Amendments**
- 5. CURRENT BUSINESS**
- 6. ADJOURNMENT**

The City of Granite Falls strives to provide access and services to all members of the public.



CITY COUNCIL AGENDA BILL

Subject: 4.a.

Originating Dept.: City Clerk

Action Recommended:

Approval(s): City Manager

Meeting Date: January 14, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount:

BARS Code:

Summary Statement:

Basics of Managing Public Records Training

Background:

The **Basics of Managing Records** fulfills the records retention training required by the Open Government Trainings Act for elected and appointed officials, Public Records Officers, and Records Officers/Managers.

<https://www.sos.wa.gov/archives/help-government-agencies/records-management-training>

Sean Reichard, Senior Records Consultant with the Washington State Archives Office

Mr. Reichard has provided staff, council and planning commission members with a link (listed above) where he has asked that we all watch the training video ahead of the meeting. Then come to the joint meeting with any questions you may have.

Also, please print out and sign the certificate of completion provided on the training page and give a copy to City Clerk Darla Wilkins for her training files.

Recommended Motion:



CITY COUNCIL AGENDA BILL

Subject: 4.b.

Originating Dept.: Public Works

Action Recommended: Discussion only

Approval(s): City Manager
Attorney

Meeting Date: January 14, 2026

Date Submitted:

Exhibit(s):

1. Task 2 (arborsit report)- Perrigoue Park - Granite Falls (1)

Budgeted Amount: N/a

BARS Code: N/a

Summary Statement:

Discussion of property concerns

Background:

In 2023, an initial issue arose regarding the Douglas fir trees along the eastern property line at 10317 Jordan Rd. This City-owned property is currently used by the Granite Falls Little League organization. Staff collected bids for removal through the small works roster and presented them to Council at the April 19, 2023, meeting. The topic was continued to the May 3, 2023, meeting, where action was taken to have the trees assessed by a certified arborist. The final report was reviewed by staff, and all 24 trees were given a low-risk rating, with some pruning recommendations and a reassessment in 2026. In April 2025, a claim was paid out for fence damage resulting from falling branches. In November 2025, additional concerns were raised by a second property owner neighboring the site. Following these concerns, staff collected preliminary bids for removal, ranging from \$58,914 to \$157,104.

Recommended Motion:

No action to follow

Tree Risk Assessment Summary Report

(Perrigoue Memorial Park)



Prepared For: City of Granite Falls

Perrigoue Memorial Park
10317 Jordan Road, Granite
Falls, WA
Parcel: 30061300101800
Contact: Charles White
Phone: 306-691-6441

Prepared By: Davey Resource Group Inc.

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Shoreline, WA, 98155
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Local Office: 253-656-1650
Corporate Office: 800-966-2021



Assessment data provided by Davey Resource Group is based on visual recording at the time of inspection. Visual records do not include testing or analysis and do not include aerial or subterranean inspection unless indicated. Davey Resource Group is not responsible for discovery or identification of hidden or otherwise non-observable risks. Records may not remain accurate after inspection due to variable deterioration of surveyed material. Risk ratings are based on observable defects and mitigation recommendations do not reduce potential liability to the Owner. Davey Resource Group provides no warranty with respect to the fitness of the trees for any use or purpose whatsoever.

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Introduction

Davey Resource Group Inc. (DRG) was contracted by the City of Granite Falls to inspect Perrigoue Memorial Park at 10317 Jordan Rd. An International Society of Arboriculture (ISA) Certified Arborist (PN-9283A) and Qualified Tree Risk Assessor from DRG conducted an assessment of the trees on May 16, 2023. The City was concerned that individual trees could fail and damage the properties of the adjacent home owners.

The trees were assessed by their location, size, current condition, and overall health. The data was then used to determine a risk rating. The current edition of the Tree Risk Assessment Manual (ISA, 2013) was used to guide the risk rating of the trees as well as the potential strategies for care and risk abatement. There are many factors that can limit specific and accurate data when performing evaluations of trees, their conditions, and values. The determinations and recommendations presented here are based on current data and conditions that existed at the time of the evaluation and cannot be a predictor of the ultimate outcomes for the tree.

The purpose of this report is to provide the details of the risk assessments, including an assessment of the current condition, health, and recommendations for maintenance. The findings in this report can be used to make decisions on whether the trees may need to be removed, or can be retained with restorative pruning and plant health care.

Methods

The trees were assessed by their location, size, current condition, and overall health. The data was then used to determine a risk rating. The current edition of the Tree Risk Assessment Manual (ISA, 2013) was used to guide the risk rating of the trees as well as the potential strategies for care and risk abatement. There are many factors that can limit specific and accurate data when performing evaluations of trees, their conditions, and values. The determinations and recommendations presented here are based on current data and conditions that existed at the time of the evaluation and cannot be a predictor of the ultimate outcomes for the tree. **The following attributes were collected for each site:**

Tree Number: The tree ID number was assigned.

Stems: The number of stems was recorded.

Location and Unique ID: An X and Y coordinate was generated for each tree site.

Species: Trees were identified by genus and species, cultivar if evident, and by common name.

Diameter at Standard Height (DSH): Trunk diameter was recorded to the nearest inch at 4.5 feet (standard height) above grade except where noted. When limbs or deformities occurred at standard height, measurement was taken below 4.5 ft.

Height: Tree Height estimated to the nearest <5ft.

Avg. Canopy Radius: Average dripline distance was measured.

Live Crown Ratio: Percentage of canopy with live foliage.

Condition Assessment

The general condition of the tree was recorded in one of the following categories adapted from the rating system established by the International Society of Arboriculture:

- **Good:** A fully branched and leafed canopy; branches over 2 inches in diameter exhibit little to no dieback; little to no epicormic growth and little to no aesthetic damage from insect or disease. The tree displays a growth habit characteristic of the species. The wood has no major structural problems and no significant mechanical damage.
- **Fair:** The canopy is thinning and there is less than average new growth present; or there is noticeable dead wood over 2" diameter or dieback throughout the majority of the crown, or there is significant mechanical damage to the trunk or root system, or the tree is otherwise exhibiting significant signs of stress and potential decline. The following signs or symptoms may be present in the tree: significant damage from non-fatal or disfiguring diseases, minor crown imbalance or thin crown, and/or stunted growth. This condition also includes trees that have been topped but show reasonable vitality and no obvious signs of decay.
- **Poor:** The tree is in obvious decline or poses a significant risk which requires immediate mitigation. There are significant amounts of dieback or dead/dying limbs greater than 2" diameter; there is minimal to no growth; or there is extensive decay to the trunk or root system, raising concerns of structural integrity. A tree in this category may also have severe mechanical damage or poor vigor threatening its ability to thrive.
- **Critical:** The tree is dying and presents an unacceptable risk
- **Dead**

Maintenance Task

The highest priority maintenance need was identified for sustained return on investment. Additional tasks may be identified by the arborist completing the work.

- **Priority 1 Removal:** These trees have defects that cannot be cost-effectively or practically treated, have a high amount of deadwood, or pose an immediate hazard to property or person. Davey recommends that these trees be removed immediately.
- **Priority 2 Removal:** These trees are not as great of liability as Priority 1 Removals, being smaller and/or less hazardous, although they are also recommended for removal. Davey recommends that they be removed as soon as feasible.
- **Priority 3 Removal:** Trees designated for Priority 3 Removal do not pose a public hazard and are small, dead, or poorly formed. Smaller dead trees and failed transplants are in this category. Large trees in this category are generally poorly sited, and/or of inferior quality.
- **Priority 1 Pruning:** Trees in this category need pruning to remove hazardous deadwood limbs greater than 3 inches in diameter and/or have broken, hanging, or diseased limbs.
- **Priority 2 Pruning:** These trees need pruning to remove hazardous deadwood limbs greater than two but less than 3 inches in diameter.
- **Large Tree Routine Prune:** Trees in this category have characteristics that could become hazardous if not corrected. Deadwood limbs are less than 3 inches in diameter.
- **Small Tree Routine Prune:** This category includes small-growing trees that can generally be maintained from the ground, i.e., redbud, etc., and other trees 20 feet or less in height.
- **Training Pruning:** This category includes trees under 20 feet tall with correctable structural problems or minor amounts of deadwood that pose a minimal threat of personal injury or property damage. Inexpensive pruning at this stage significantly affects the future of these trees. Young

trees in this category that will be large at maturity generally require an annual pruning or inspection.

- **Stump Removal:** Stumps are identified separately since they may not be removed at the time of tree removal.
- **Additional Inspection Needed:** Requires a more in depth inspection than a Level 1 visual inspection
- **Other- See Maintenance Details:** If a task is not apart of this list but needs to be addressed
- **None :** No maintenance is required.

Risk Assessment Methodology

This evaluation follows the tree risk assessment methods developed by the International Society of Arboriculture (ISA). It consists of an inspection of the visible tree parts including surface roots, trunk, scaffold limbs, and canopy. The hazard and risk assessment results in a risk rating for the tree to help quantify the level of risk accepted by the tree's owner. To summarize the information about the trees that received a hazard evaluation, an overall hazard rating is obtained by assessing and assigning a value to the failure potential, identifying the size of the tree part most likely to fail (e.g., branch, one stem, or whole tree) and determining site use around the affected tree. Each of these three characteristics is assessed as follows:

Condition of Concern – Describes the part most likely to fail. The larger the tree part, the greater the potential for damage; therefore, the size of the failure part affects the overall hazard potential, and is described according to:

- Part Size - Typically the diameter of the limb or tree part
- Fall Distance - The distance of the part from the ground
- Target - The presence of any target(s) that could be impacted by failure

Likelihood of Failure – Identifies the most likely point of failure and rates the likelihood that the observed defect(s) will result in part failure **within the next 3 years**. Failure potential is rated as:

- Improbable (defects are minor and unlikely to result in failure)
- Possible (defects are present and of concern)
- Probable (compounding and/or significant defects present)
- Imminent (defects are serious and imminent failure is likely)

Likelihood of Impact – Identifies the most likely point of failure and rates the likelihood that the structural defect(s) will impact the potential targets. Likelihood of impact is rated as:

- Very Low (Occasional use, as in a forest landscape)
- Low (e.g., tree lawn, sidewalk, park path)
- Medium (buildings or people within striking range more than 50% of the time)
- High (Constant and frequent use of the area within striking distance)

Consequences of Failure – Rates the level of damage caused by the defective part in the event of failure. The consequences of failure are rated as:

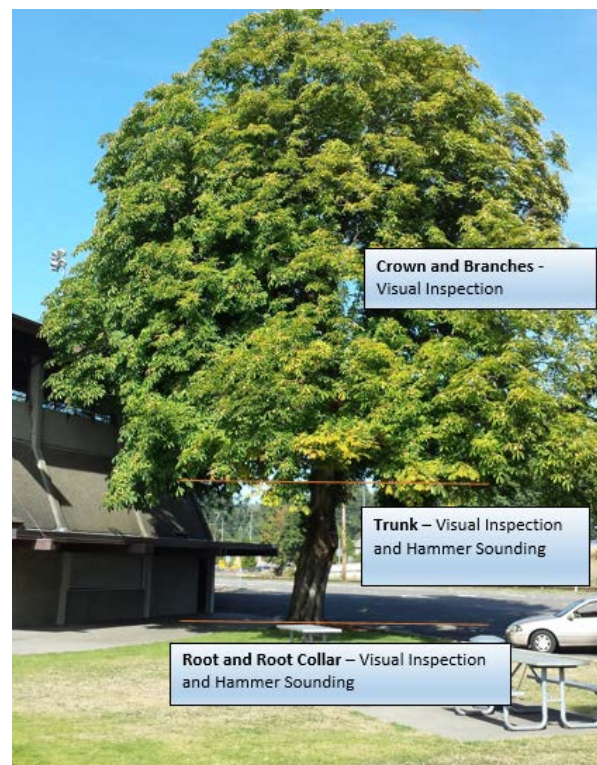
- Negligible (typically small branches <1" diameter, unlikely to cause damage)
- Minor (branches 1-2" diameter, may cause damage)
- Significant (damage would occur)
- Severe (failure would result in major damage)

Overall Risk Rating - The values assigned to condition, likelihood and consequences are summarized into an overall risk rating of Low to Extreme for each tree:

- Low (risk is present, mitigation measures may not be required)
- Moderate (mitigation advised within normal maintenance cycle)
- High (mitigation advised within the year)
- Extreme (mitigation necessary as soon as practical)

In addition to a risk rating, the trees were also prescribed maintenance recommendations based on general tree health and visual observations. A high-risk rating alone does not necessarily result in a removal recommendation. Conversely, trees with a lower rating may be prescribed for removal based on other factors such as location and species compatibility and/or the severity of specific defects. Whenever recommended tree maintenance would mitigate risk, the residual risk was also noted.

A visual inspection and mallet soundings from groundline to 8 feet on the trunk were the primary methods used to develop the findings, conclusions, and recommendations found in this report. Data collection included measuring the diameter of the tree at 4.5 feet above grade, height estimation, canopy radius estimation, a visual assessment of tree condition, structure and health, and a photographic record. Mallet sounding was used to determine the soundness of accessible roots, trunk and branches. Qualitative value assessments grade the attributes of the tree, including structure and canopy health, and to obtain an overall condition rating. No physical inspection of the upper canopy, root crown excavation, and resistograph or other technologies were used in the evaluation of the tree.



Example Illustration: Tree defects and conditions affecting the likelihood of failure were assessed around the Root Collar, the Trunk and the Crown.

Site Observations

The site is a maintained sports park between Quarry Road and Hemming Way. A single line of douglas-fir trees runs along the east side of the park which backs up to single-residence homes. The site is maintained with mechanical machinery (mowed lawn) and there are some large items stored inside and around the drip lines of the trees. No visible irrigation was observed within reach of the line of trees. Some of the branches extend over the city park boundary and into the adjacent single-residence homes. Some structures for the baseball pitch such as the dugouts and equipment sheds are next to the southern patch of the line of trees.



Image 1. Southernmost section of the douglas-fir stand over the baseball pitch

Tree Observations

The tree risk assessment includes all observations on twenty-four (24) trees. All trees were identified as Douglas-firs (*pseudotsuga menziesii*). The trees were primarily in fair condition (19) and good condition (5) trees. All trees within the site were given a low risk rating. Each tree showed signs of current of previous year Douglas-fir beetle infestation. All showed signs of being pruned within the last 5 years. An individual account of each tree and its risk rating, along with remediation are provided on the following pages.

Tree Tag # 9701 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9701
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	23
Height (ft)	100
Avg Dripline (ft)	20
Condition	Fair
Tree Observations	Overall good vigor, minor deadwood in canopy. Tree has been crown raised, and there is a presence of boring beetles with pitch tubes. Heavy materials stored within the critical root zone
Condition of Concern	Small Deadwood (<3")
Target	House
Likelihood of Failure	Improbable
Likelihood of Impact	High
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Severe
Risk Rating	Low
Remediation	Priority 2 Prune/ Water
Latitude	48.09048184
Longitude	-121.9790112



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a high likelihood of impacting the house. This event is unlikely and the consequences are severe. The tree is still a low risk.

Tree Tag # 9702 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9702
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	21
Height (ft)	100
Avg Dripline (ft)	20
Condition	Fair
Tree Observations	Tree is one-sided, suppressed, and has minor deadwood in the canopy. Remnants of boring beetles. Root collar is buried.
Condition of Concern	Small Deadwood (<3")
Target	House
Likelihood of Failure	Improbable
Likelihood of Impact	High
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Severe
Risk Rating	Low
Remediation	Priority 2 Prune/ Water
Latitude	48.09044221
Longitude	-121.9790213



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a high likelihood of impacting the house. This event is unlikely and the consequences are severe. The tree is still a low risk.

Tree Tag # 9703 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9703
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	20
Height (ft)	100
Avg Dripline (ft)	25
Condition	Fair
Tree Observations	One-sided, suppressed, and small deadwood in the canopy. Tree has been crown raised, and there is a presence of boring beetles with pitch tubes. Heavy materials stored within the critical root zone
Condition of Concern	None
Target	House
Likelihood of Failure	Improbable
Likelihood of Impact	High
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Severe
Risk Rating	Low
Remediation	Priority 2 Prune/ water
Latitude	48.09042266
Longitude	-121.9790687



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a high likelihood of impacting the house. This event is unlikely and the consequences are severe. The tree is still a low risk.

Tree Tag # 9704 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9704
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	15
Height (ft)	90
Avg Dripline (ft)	10
Condition	Fair
Tree Observations	Tree is suppressed by other firs. Remnants of boring beetles. Root collar is buried.
Condition of Concern	Small Deadwood (<3')
Target	House
Likelihood of Failure	Improbable
Likelihood of Impact	High
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Severe
Risk Rating	Low
Remediation	Priority 2 Prune/ Water
Latitude	48.09040358
Longitude	-121.9790213



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a high likelihood of impacting the house. This event is unlikely and the consequences are severe. The tree is still a low risk.

Tree Tag # 9705 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9705
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	23
Height (ft)	100
Avg Dripline (ft)	20
Condition	Fair
Tree Observations	Overall good vigor, minor deadwood in canopy. Tree has been crown raised, and there is a presence of boring beetles with pitch tubes.
Condition of Concern	Small Deadwood (<3")
Target	House
Likelihood of Failure	Improbable
Likelihood of Impact	High
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Severe
Risk Rating	Low
Remediation	Priority 2 Prune/ Water
Latitude	48.0903665
Longitude	-121.9790623



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a high likelihood of impacting the house. This event is unlikely and the consequences are severe. The tree is still a low risk.

Tree Tag # 9706 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9706
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	19
Height (ft)	100
Avg Dripline (ft)	20
Condition	Fair
Tree Observations	3" hanger in the canopy. Remnants of boring beetles. Root collar is buried.
Condition of Concern	Small Deadwood (<3"), remove hanger
Target	House
Likelihood of Failure	Improbable
Likelihood of Impact	High
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Severe
Risk Rating	Low
Remediation	Priority 1 Prune/ water
Latitude	48.09029426
Longitude	-121.9790687



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a high likelihood of impacting the house. This event is unlikely and the consequences are severe. The tree is still a low risk.

Tree Tag # 9707 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9707
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	25
Height (ft)	105
Avg Dripline (ft)	30
Condition	Good
Tree Observations	Overall good vigor, one-sided canopy. Tree has been crown raised, and there is a presence of boring beetles with pitch tubes.
Condition of Concern	Small Deadwood (<3")
Target	Pedestrians
Likelihood of Failure	Improbable
Likelihood of Impact	Low
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Minor
Risk Rating	Low
Remediation	Priority 2 Prune/ Water
Latitude	48.09019595
Longitude	-121.9791707



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are minor. The tree is still a low risk.

Tree Tag # 9708 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9708
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	22
Height (ft)	15
Avg Dripline (ft)	100
Condition	Fair
Tree Observations	Canopy is suppressed and small chlorotic needles. Trunk has a corrected lean towards the house.
Condition of Concern	Small Deadwood (<3")
Target	Pedestrians
Likelihood of Failure	Improbable
Likelihood of Impact	Low
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Minor
Risk Rating	Low
Remediation	Priority 2 Prune/ Water
Latitude	48.09018415
Longitude	-121.9790951



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are minor. The tree is still a low risk.

Tree Tag # 9709 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9709	
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)	
DBH (in)	17	
Height (ft)	95	
Avg Dripline (ft)	20	
Condition	Fair	
Tree Observations	Overall canopy shows moderate vigor and is one-sided. Tree has been crown raised, and there is a presence of boring beetles with pitch tubes. Root collar is buried	
Condition of Concern	None	
Target	Pedestrians	
Likelihood of Failure	Improbable	
Likelihood of Impact	Low	
Likelihood of Failure + Impact	Unlikely	
Consequences of Impact	Minor	
Risk Rating	Low	
Remediation	Priority 2 Prune/ Water	
Latitude	48.09015977	
Longitude	-121.979135	

Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are minor. The tree is still a low risk.

Tree Tag # 9710 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9710	
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)	
DBH (in)	11	
Height (ft)	95	
Avg Dripline (ft)	15	
Condition	Fair	
Tree Observations	Signs of stress. There is a presence of boring beetles with pitch tubes. Root collar is buried.	
Condition of Concern	Small Deadwood (<3")	
Target	Pedestrians	
Likelihood of Failure	Improbable	
Likelihood of Impact	Low	
Likelihood of Failure + Impact	Unlikely	
Consequences of Impact	Minor	
Risk Rating	Low	
Remediation	Priority 2 Prune/ Water	
Latitude	48.09013268	
Longitude	-121.9790996	

Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are minor. The tree is still a low risk.

Tree Tag # 9711 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9711	
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)	
DBH (in)	20	
Height (ft)	100	
Avg Dripline (ft)	20	
Condition	Fair	
Tree Observations	Canopy has good vigor but is one-sided. There is a presence of boring beetles with pitch tubes. Mechanical damage around the root flair.	
Condition of Concern	Small deadwood (<3")	
Target	Pedestrians	
Likelihood of Failure	Improbable	
Likelihood of Impact	Low	
Likelihood of Failure + Impact	Unlikely	
Consequences of Impact	Minor	
Risk Rating	Low	
Remediation	Priority 2 Prune/ Water	
Latitude	48.09013178	
Longitude	-121.9791973	

Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are minor. The tree is still a low risk.

Tree Tag # 9712 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9712
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	22
Height (ft)	105
Avg Dripline (ft)	30
Condition	Good
Tree Observations	Canopy has good vigor but is one-sided. There is a presence of boring beetles with pitch tubes. Root collar is covered
Condition of Concern	Small Deadwood (<3")
Target	Pedestrians
Likelihood of Failure	Improbable
Likelihood of Impact	Low
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Minor
Risk Rating	Low
Remediation	Priority 2 Prune/ Water
Latitude	48.09009057
Longitude	-121.9791133



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are minor. The tree is still a low risk.

Tree Tag # 9713 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9713
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	23
Height (ft)	105
Avg Dripline (ft)	20
Condition	Good
Tree Observations	Overall in good condition. There is a presence of boring beetles with pitch tubes. Mechanical damage around the root flair.
Condition of Concern	Small Deadwood (<3")
Target	Pedestrians
Likelihood of Failure	Improbable
Likelihood of Impact	Low
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Minor
Risk Rating	Low
Remediation	Priority 2 Prune/ Water
Latitude	48.09003802
Longitude	-121.9791346



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are minor. The tree is still a low risk.

Tree Tag # 9714 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9714	
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)	
DBH (in)	25	
Height (ft)	100	
Avg Dripline (ft)	30	
Condition	Fair	
Tree Observations	Overall canopy shows moderate vigor and small deadwood (<3").	
Condition of Concern	Small Deadwood (<3")	
Target	Pedestrians	
Likelihood of Failure	Improbable	
Likelihood of Impact	Low	
Likelihood of Failure + Impact	Unlikely	
Consequences of Impact	Minor	
Risk Rating	Low	
Remediation	Priority 2 Prune/ Water	
Latitude	48.089716	
Longitude	-121.979253	

Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are minor. The tree is still a low risk.

Tree Tag # 9715 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9715
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	26
Height (ft)	100
Avg Dripline (ft)	20
Condition	Good
Tree Observations	Broken and hung up branches within the canopy. Self correcting lean. Trunk is weeping from recent pruning.
Condition of Concern	Large Deadwood (>3")
Target	Pedestrians
Likelihood of Failure	Possible
Likelihood of Impact	Medium
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Severe
Risk Rating	Low
Remediation	Priority 1 Prune/ Water
Preservation Priority rating	1
Latitude	48.08964824
Longitude	-121.9793081



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a medium likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are severe. The tree is still a low risk.

Tree Tag # 9716 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9716	
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)	
DBH (in)	21	
Height (ft)	95	
Avg Dripline (ft)	25	
Condition	Fair	
Tree Observations	Overall canopy shows moderate vigor, however is suppressed and one-sided. There is a presence of boring beetles with pitch tubes.	
Condition of Concern	Small Deadwood (<3")	
Target	Pedestrians	
Likelihood of Failure	Improbable	
Likelihood of Impact	Low	
Likelihood of Failure + Impact	Unlikely	
Consequences of Impact	Minor	
Risk Rating	Low	
Remediation	Priority 3 Removal	
Latitude	48.08960912	
Longitude	-121.9793181	

Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are minor. The tree is still a low risk.

Tree Tag # 9717 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9717
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	27
Height (ft)	100
Avg Dripline (ft)	20
Condition	Fair
Tree Observations	Over-extended branches are touching neighbors' sheds. Tree is one-sided but has overall good vigor. Trunk has a self corrected lean, epicormic sprouts and old beetle holes.
Condition of Concern	Small Deadwood (<3")
Target	Shed
Likelihood of Failure	Possible
Likelihood of Impact	High
Likelihood of Failure + Impact	Somewhat likely
Consequences of Impact	Minor
Risk Rating	Low
Remediation	Priority 1 Prune/ Water
Latitude	48.08959833
Longitude	-121.9792243



Risk Statement: It's possible that this tree will fail in the next 3 years and it has a high likelihood of impacting the shed. This event is somewhat likely and the consequences are minor. The tree is still a low risk.

Tree Tag # 9718 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9718	
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)	
DBH (in)	9	
Height (ft)	90	
Avg Dripline (ft)	15	
Condition	Fair	
Tree Observations	Signs of stress within the canopy, small deadwood (<3") and epicormic sprouts. Trunk is one-sided with abnormal bulges.	
Condition of Concern	Small Deadwood (<3")	
Target	Pedestrians	
Likelihood of Failure	Improbable	
Likelihood of Impact	Very Low	
Likelihood of Failure + Impact	Unlikely	
Consequences of Impact	Negligible	
Risk Rating	Low	
Remediation	Priority 2 Prune/ Water	
Latitude	48.08956727	
Longitude	-121.9793124	

Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are negligible. The tree is still a low risk.

Tree Tag # 9719 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9719
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	19
Height (ft)	100
Avg Dripline (ft)	25
Condition	Fair
Tree Observations	Poor previous reduction cuts to the over-extending branches. Trunk has a self correcting lean with remnants of boring beetles. Good response growth to root flare.
Condition of Concern	Small Deadwood (<3")
Target	Shed
Likelihood of Failure	Improbable
Likelihood of Impact	Very Low
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Negligible
Risk Rating	Low
Remediation	Priority 1 Prune/ Water
Latitude	48.08956798
Longitude	-121.9792318



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a very low likelihood of impacting the shed. This event is unlikely and the consequences are negligible. The tree is still a low risk.

Tree Tag # 9720 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9720
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	24
Height (ft)	100
Avg Dripline (ft)	30
Condition	Fair
Tree Observations	Poor previous reduction cuts to the over-extending branches. Branches are touching neighbors' sheds. Trunk has a self correcting lean with remnants of boring beetles.
Condition of Concern	Small Deadwood (<3")
Target	Shed
Likelihood of Failure	Improbable
Likelihood of Impact	High
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Minor
Risk Rating	Low
Remediation	Priority 1 Prune/ Water
Latitude	48.08954789
Longitude	-121.9792594



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a high likelihood of impacting the shed. This event is unlikely and the consequences are minor. The tree is still a low risk.

Tree Tag # 9721 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9721
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	20
Height (ft)	100
Avg Dripline (ft)	20
Condition	Fair
Tree Observations	Overall canopy shows moderate vigor, however is suppressed with small deadwood (<3"). Active boring beetles. Potentially heaving the dugout.
Condition of Concern	None
Target	Baseball dugout/ pedestrians
Likelihood of Failure	Possible
Likelihood of Impact	High
Likelihood of Failure + Impact	Somewhat likely
Consequences of Impact	Significant
Risk Rating	Moderate
Remediation	Priority 1 Prune/ Crown clean
Latitude	48.08952938
Longitude	-121.9792485



Risk Statement: It's possible that this tree will fail in the next 3 years and it has a high likelihood of impacting any pedestrians walking by or in the dugout. Even though this event is somewhat likely and the consequences are significant. The tree is still a moderate risk.

Tree Tag # 9722 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9722
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	21
Height (ft)	100
Avg Dripline (ft)	15
Condition	Fair
Tree Observations	Overall canopy shows moderate vigor and was previously crown raised. Remnants of boring beetles.
Condition of Concern	None
Target	Pedestrians
Likelihood of Failure	Improbable
Likelihood of Impact	Low
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Severe
Risk Rating	Low
Remediation	Priority 2 Prune/water
Latitude	48.08951174
Longitude	-121.9792553



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are severe. The tree is still a low risk.

Tree Tag # 9723 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9723
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	28
Height (ft)	105
Canopy Diameter (ft)	20
Condition	Good
Tree Observations	Overall good vigor and branch structure. Recently pruned with weeping sap from fresh cuts. Remnants of boring beetles.
Condition of Concern	None
Target	Pedestrians
Likelihood of Failure	Improbable
Likelihood of Impact	Low
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Severe
Risk Rating	Low
Remediation	Priority 2 Prune/ Water
Latitude	48.08948542
Longitude	-121.9792528



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. This event is unlikely and the consequences are severe. The tree is still a low risk.

Tree Tag # 9724 Douglas-fir (*Pseudotsuga menziesii*)

Tree Observations

Tag #	9724
Species	Douglas-fir (<i>Pseudotsuga menziesii</i>)
DBH (in)	29
Height (ft)	100
Avg Dripline (ft)	13.4
Condition	Fair
Tree Observations	Overall good vigor, however the majority of canopy is one-sided with epicormic shoots and small deadwood (<3"). Trunk has a self corrected lean and remnants of old boring beetles.
Condition of Concern	None
Target	Pedestrians
Likelihood of Failure	Improbable
Likelihood of Impact	Low
Likelihood of Failure + Impact	Unlikely
Consequences of Impact	Significant
Risk Rating	Low
Remediation	Priority 2 Prune/ Water
Latitude	48.08943145
Longitude	-121.9792402



Risk Statement: It's improbable that this tree will fail in the next 3 years and it has a low likelihood of impacting any pedestrians walking by. Even though this event is unlikely and the consequences are significant, this tree is still a low risk.

Recommendations

The following table shows the priority maintenance tasks within Perrigoue Memorial Park.

Maintenance Task	Tree ID #	Number of Trees
Priority 1 Prune	9706, 9715, 9717, 9719, 9720, 9721	6
Priority 3 Removal	9716	1
Priority 2 Prune	9701, 9702, 9703, 9704, 9705, 9707, 9708, 9709, 9710, 9711, 9712, 9713, 9714, 9718, 9722, 9723, 9724	17
Grand Total		24

- Seventeen (17) trees will need a crown clean to prune dead/ dying debris and will need to be clearance pruned from touching sheds.
- Six (6) trees were noted to have broken branches hanging up in the canopy that are at least 3 inches in diameter and will need to be pruned.
- One (1) tree has been designated for a Priority 3 Removal but does not pose a high-risk threat to the adjacent structure. As a lower priority concern, the removal is recommended as the most suitable tree care strategy based on its site location and current branch structure.
- Tree ID # 9718 should be reviewed annually to monitor the stress of the canopy after the initial priority prune.

Trees to be removed at the project site may be topped at a safe height and left as habitat snags for wildlife food, nesting, or shelter. Standing or downed deadwood plays an important role in the landscape. Tree removals at the site present an opportunity for managers to promote and increase wildlife activity and diversity at the site. The arborist performing the removal will be consulted to decide the potential for a habitat snag designation on a tree by tree basis. In some cases, guy wires may be attached to the tree and anchored in the ground to create a safe snag out of a taller tree.

Concluding Remarks

Overall, all the Douglas-firs had few observed defects and are in fair to good condition with few hazards requiring urgent mitigation. All the trees are in close proximity to private property lines and a few trees are within range of targeting outbuildings on private parcels. The Douglas-fir trees show signs of current and previous Douglas-fir beetle infestations (*Dendroctonus pseudotsugae*). These beetles are native to the Pacific Northwest and in traditional forestry operations, could be an outbreak concern ([Douglas-fir beetle fact sheet](#), ODF). At this park location, where the trees may be subjected to increased foot traffic or storage of materials (both which contribute to soil compaction), the trees appear to be successfully resisting further harm from the beetles. Trees growing in poor site conditions (drought or soil compaction) can become overwhelmed by the Douglas-fir beetle and die.

All twenty-four (24) trees have a maintenance task assigned to each specific tree that should be addressed. The southernmost quadrant of the park should receive attention first. Broken branches and hangers should be removed to the base of the trunk. Branches over private structures can either be pruned to the base of the trunk or reducing the end weight of the branch until it lifts off the structure. Stubs (branches that have been previously cut and do not bear needles) should be pruned to the base of the trunk.

To keep these Douglas-fir trees healthy for the long-term, consider adopting a watering maintenance schedule of 8 gallons per tree once every three weeks during dry summer months. All equipment/material should not be stored within the dripline of the trees to protect the roots and any trees with buried root collars should have the debris cleared. Finally, adding 2-3 inches of wood chip mulch could throughout the dripline of all these trees will promote root development, improve soil moisture retention and reduce compaction impacts from park visitor traffic.

Appendix A: Risk Rating & Likelihood

The technique used to define the risk of failure and the likelihood of failure involves a determination within two matrices. These matrices are reproduced here from the International Society of Arboriculture datasheets for Tree Risk Assessment, 2013.

<https://www.isa-arbor.com/Portals/0/Assets/PDF/Certification-Applications/ISA-Basic-Tree-Risk-Assessment-Form-Instructions.pdf>

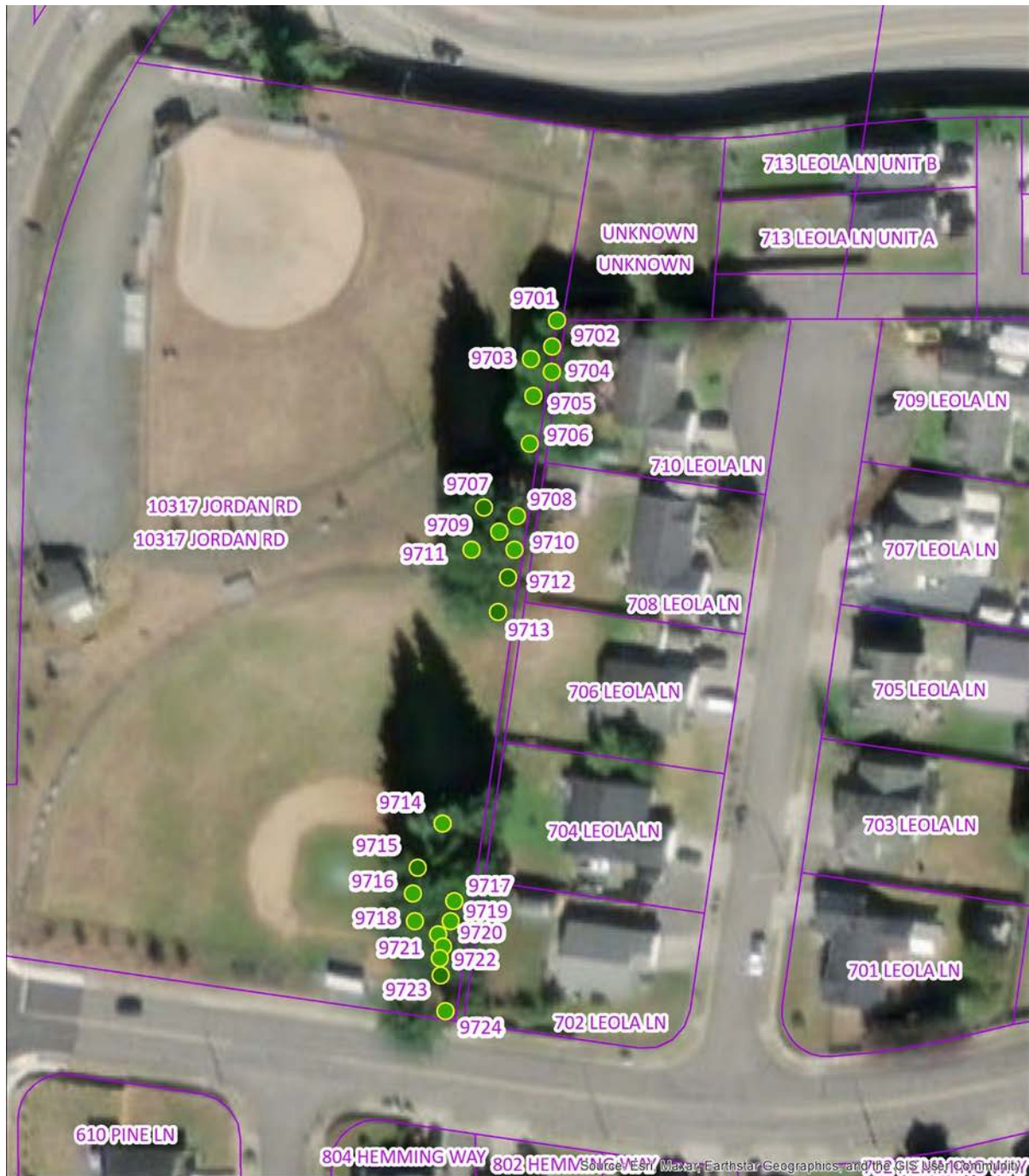
Matrix I. Likelihood Matrix

Likelihood Of Failure	Likelihood of Impacting Target			
	Very Low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix II. Risk Rating Matrix

Likelihood Of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Appendix B: Map



TREE INVENTORY

10317 Jordan Rd.
Granite Falls, WA
April 2023

Condition

● Good	● Very Poor
● Fair	● Dead
● Poor	

0 40
Feet
N

DAVEY
Resource Group

*Aerial imagery is from 2021. Imagery is for reference only.



CITY COUNCIL AGENDA BILL

Subject: 4.c.

Originating Dept.: City Council

Action Recommended: Discussion only **Approval(s):**

Meeting Date: January 14, 2026

Date Submitted:

Exhibit(s):

1. DOA Jan 2026 Work Session

Budgeted Amount: N/A

BARS Code: N/A

Summary Statement:

Council discussion on delegating purchasing authority to the City Manager and Department Heads. Current Resolution 2021-03 requires Council approval for substantially all purchases except materials and supplies under \$7,500. This creates operational delays and places routine decisions on the Council agenda.

No vote requested-seeking Council direction on whether and how to proceed

Background:

Current procurement policy Resolution 2021-03. It sets the Department Head's authority to \$7,500 (materials/supplies only). The City Manager has \$0 authority. All services, repairs, and professional contracts require Council approval. The Resolution does not address professional services, repairs, technology, and utilities. Granite Falls bidding thresholds are more than 2.5 x more restrictive than RCW requirements (\$15,000 vs. \$40,000 for formal bids)

Challenges:

- Emergency repairs may be delayed 1-3 weeks (water, HVAC, infrastructure)
- Professional Services Gap - no mention of engineering, legal, IT consulting contracts
- Vendor negotiations: Staff may not negotiate

- Emergency Response
- Routine Services require Council approval

Discussion Questions:

- Should the City delegate purchasing authority?
- City Manager threshold?
- Department Head threshold?
- Different thresholds for public works vs. services vs. supplies?
- How should professional services be addressed?
- Emergency authority parameters?
- Reporting frequency to Council?
- Local/small business preferences?
- Implementation timeline?
- Should staff develop a detailed resolution?

Recommended Motion:

N/A

Delegation of Purchasing and Contracting Authority

The City currently operates under a purchasing framework per Resolution 2021-03, which provides minimal delegation of authority to the City Manager and Department Heads. With limited exceptions (primarily small Public Works purchases under \$7,500), nearly all City purchases, contracts, and services require formal City Council approval.

Discussion Objectives:

- Current authority framework and gaps
- Best practices from comparable Washington council-manager municipalities
- Operational inefficiencies created by the current approach
- Options and recommendations for Council consideration
- Pros, cons, and other considerations

Note:

- After reviewing a number of cities, it appears that other cities delegate greater authority to their City Managers and Department Heads, with the goal of creating efficiencies while maintaining appropriate oversight and controls.

Current Authorities:

- Resolution 2021-03: Purchasing Policy and Procedures
 - o Resolution 2021-03 establishes the City's current purchasing procedures and authority structure. Key provisions:
 - Department Head Authority:
 - Department Heads may approve and initiate purchases under \$7,500
 - Applies to materials, supplies, and equipment only
 - These purchases are reviewed by the City Council through the claims register
 - COGF Bidding Requirements:
 - \$0 - \$7,500: No formal/informal bidding required; exempt from sealed bid process
 - \$7,500 - \$15,000: Vendor list process; three telephone quotations required
 - \$15,000+: Formal sealed bid with newspaper publication (13+ days notice)
 - Exceptions:
 - o Emergency purchases
 - o Intergovernmental purchases
 - o Sole source purchases
 - o Federal government purchases
 - *Note on Washington State RCW Requirements:*
 - *Formal bids are required when the cost exceeds \$40,000 versus \$15,000*
 - *Vendor list process (telephone/written quotes) allowed up to \$50,000 with Council resolution versus \$7,500-\$15,000*
 - *Below \$40,000: No statutory bidding requirement versus \$7,500*
- There is no delegation to the City Manager for any purchasing or contracting authority

Delegation of Purchasing and Contracting Authority

- Resolution applies to materials, supplies, and equipment
- Services not covered:
 - Professional services contracts (consultants, engineers, attorneys)
 - Repair and maintenance services
 - Utility services
 - Technology and software contracts
 - Temporary/seasonal staffing
 - Routine municipal services
- All contract approvals require Council action, regardless of size or nature
- Department Heads do not have authority for operational purchases
- Public Works purchases follow a separate process under Resolution 2008-04 (Small Works Roster)
 - Small Works Roster Process:
 - Threshold: Up to \$200,000 - Can use small works roster instead of formal sealed bidding
 - Competitive Tier: \$100,000 - \$200,000: Must solicit from at least 5 contractors + notify remaining contractors on roster
 - Limited Public Works: Under \$35,000 - Solicit minimum 3 quotes; can waive bonds and retainage
 - Uses MRSC statewide rosters - City contracts with MRSC for electronic databases
 - Award authority: City Council awards all contracts based on staff recommendations
 - *Note on Washington State RCW Requirements:*
 - *Small Works Max \$350,000 versus \$200,000*
 - *Limited Public Works \$50,000 versus \$35,000*
 - *Competitive Tier \$150,000-\$350,000 versus \$100,000-\$200,000*
 - *Direct Contracting allowed under \$150,000 versus “not mentioned”*
 - *Small Business Priority Required when 6+ on Roster versus “not mentioned”*
- Current Council Approval Process
 - Routine Purchases:
 - Department identifies need
 - Department Head reviews the request to validate it
 - City Manager reviews the request to validate it
 - Item appears on Council agenda (action or discussion)
 - Council approves via resolution or motion
 - Purchase order issued
 - Goods/services delivered
 - Invoice processed and approved on the claims register
 - Time Impact: 1-3 weeks from identification of need to authorization

Potential Inefficiencies

- Time-Sensitive Purchases and Services
 - Department receives a quote for the necessary repair or service with limited availability
 - Current Process: Must wait for the next council meeting to approve (up to 2 weeks)
 - Potential Impact:

Delegation of Purchasing and Contracting Authority

- Service delays for operations (repairs, utilities, emergency response support)
 - Potential loss of competitive pricing or vendor availability
 - Operational inefficiencies
 - Example: Water line repair, HVAC emergency service, software license renewal
- Professional Services and Consulting
 - City needs engineering assessment, legal analysis, technical consulting, or specialized expertise
 - Current Process: All contracts require Council approval
 - Potential Impact:
 - Inability to respond quickly to technical questions
 - Delays in project planning and design
 - Added burden on Council agenda for routine professional services
 - Example:
 - Engineering assessments for stormwater/flood mitigation
 - Legal opinions on municipal code or property matters
 - IT consulting and system evaluation
 - Planning and design studies
- Vendor Relationships and Negotiations
 - Department needs to negotiate price, terms, delivery, or service modifications
 - Current Process:
 - No authority to negotiate on behalf of the City except within tight parameters
 - All negotiations are subject to Council approval
 - Vendors may be reluctant to invest time in negotiations when final approval is uncertain
 - Potential Impact:
 - Weaker negotiating position with vendors
 - Missed opportunities for better pricing/terms
 - Relationship management difficult
 - Delays in finalizing agreements
- Emergency and Disaster Response
 - Emergency situations requiring immediate action (flooding, infrastructure failure, public health threat)
 - Current Process: Can use emergency exception, but documentation and after-action approval still required
 - Potential Impact:
 - May slow emergency response while seeking approvals
 - Unclear parameters for what qualifies as an "emergency"
 - Potential liability exposure during response delays
- Routine Operational Services
 - Routine services (grounds maintenance, cleaning, facility services, temporary labor)
 - Current Process: Each service contract or renewal requires Council approval
 - Potential Impact:
 - High Council agenda burden for routine matters
 - Time spent on council meetings discussing routine operations rather than policy

Delegation of Purchasing and Contracting Authority

Best Practices

- Council-manager forms of government with delegated purchasing authorities:
 - City of Olympia
 - City Manager Authority: \$250,000 for all purchases and contracts
 - Department Director Authority: Up to \$250,000 (when delegated by CM) for construction, professional services, service contracts, and contract amendments
 - Oversight: Contracts recorded and available for public inspection; all subject to appropriation limits
 - City of Shoreline
 - City Manager Authority: \$125,000 (indexed annually via Consumer Price Index)
 - Annual evaluation of threshold using CPI-U Seattle-Tacoma-Bellevue region; increases by no more than \$5,000 at a time when cumulative increases reach \$5,000+
 - Department Head Authority: Delegated by City Manager
 - City of Sea-Tac
 - City Manager Authority: Per ordinance 09-1011; delegated to appropriate staff
 - CM delegates to staff with the most knowledge and control; CM is responsible for identifying the selection process and vendor qualification criteria
 - Council Oversight: Maintained through the appropriation process and public record availability
 - Community Transit (Regional Agency)
 - CEO Authority: \$150,000 for single-term or single-year in multi-year contracts
 - Chief Officer Authority: Up to \$100,000 (delegated by CEO)
 - Board delegates total authority; CEO manages further delegation- Key Feature:
 - Sole-source procurement authority delegated at the CEO and Chief Officer levels
- Common Themes in Best Practice Jurisdictions
 - Tiered Authority Structure:
 - City Manager/Executive: \$100,000 - \$250,000
 - Department Heads/Directors: \$25,000 - \$100,000
 - Administrative/Operational Staff: \$5,000 - \$25,000
 - Clear escalation process and delegation parameters
 - Indexed/Reviewed Thresholds:
 - Many cities review thresholds annually using inflation indices
 - Ensures relevance as costs increase
 - Avoids the need for frequent policy amendments
 - Separate Categories:
 - Many cities set different thresholds for:
 - Public works vs. non-public works
 - Construction contracts vs. services vs. supplies
 - Emergency vs. routine purchases
 - Allows appropriate oversight based on risk/impact
 - Simplified Bidding Requirements:
 - Most cities distinguish between:
 - Informal quotations (under \$25,000)
 - Formal competitive bidding (\$25,000+)

Delegation of Purchasing and Contracting Authority

- Delegation of Waiver Authority:
 - Delegating authority to CM/staff to waive bidding for emergency, sole-source, and other exceptions
 - Maintains legal compliance while enabling operational response
 - Requires documentation for public record and transparency
- Clear Appropriation Controls:
 - All delegated authority remains subject to:
 - Annual budget appropriation
 - Department-level budget constraints
 - Council-approved capital plans
 - No authority to overspend budgets

Pros of the Best Practices

- Operational Efficiency
 - Departments can respond to needs without waiting for Council meetings
 - Staff time spent on approvals is redirected to providing service
 - Department managers can negotiate terms directly
 - Emergencies and time-sensitive matters handled without delays
 - Council focuses on policy, planning, and strategic issues; operational matters handled by management
- Negotiating Position
 - City Manager and Department Heads can negotiate price and terms
- Accountability
 - Department heads accountable for budget performance and purchasing decisions
- Emergency Response
 - City can respond quickly to emergencies without waiting for Council approval
 - Appropriate decision-makers have authority; reduces "chain of command" delays in critical situations
- Council Governance
 - Council dedicates meeting time to policy, planning, budgeting, and community issues
 - Eliminates need to discuss routine operational purchases on agenda
 - Council meetings more focused on policy discussion

Cons of the Best Practices

- Oversight and Control
 - Mitigation:
 - Appropriation Limits: No authority can exceed departmental budget appropriation
 - Budget Process: Council sets total spending limits and priorities through annual budget
 - Public Records: All contracts and purchases are public records subject to PRRs
 - Council Report: City Manager can be required to report delegated purchases to Council on regular basis

Delegation of Purchasing and Contracting Authority

- Policy Standards: Council can establish purchasing policies (competitive bidding, vendor qualification, etc.)
 - City Manager Oversight: CM responsible for overseeing Department Heads; hierarchy maintains management accountability
 - Best Practice: Olympia and Shoreline both report significant purchases/contracts to the Council monthly or quarterly
- Protection of Small/Local Businesses
 - Mitigation:
 - 1. Council Policy: Council can establish purchasing policies favoring local vendors, small businesses, and Washington businesses
 - Competitive Process: Delegated authority still requires competitive bidding or quotations above thresholds
 - Small Works Roster: Resolution 2008-04 already provides direct contracting opportunities for construction
 - Reporting: City Manager reports can identify local business participation
 - Leadership: City Manager directed to prioritize local business when competitive
 - Delegation does not change competitive bidding requirements; it only removes the Council approval step for execution
- Accountability
 - Mitigation:
 - City Manager Accountability: CM directly accountable to Council for all delegated decisions
 - Department Head Accountability: Department heads accountable to CM for their delegated purchases
 - Documentation: All purchases documented and subject to audit
 - Authority Levels: Clear thresholds; exceeding authority is violation with consequences
 - Regular Reporting: Council receives regular reports on delegated purchases
 - Audit Function: SAO/Finance reviews purchasing compliance and appropriateness
- Transparency and Public Access
 - Mitigation:
 - Public Records: All contracts, purchases, and amendments are public record
 - Bidding Records: Bid documents and evaluation records remain public
 - Reporting: Council receives regular reports summarizing purchases
 - Public Meetings: Any controversial or questioned purchase can be brought to Council
 - Website Posting: Many cities post purchasing activity online
 - PRR: Public has right to request records of any transaction
- Ensuring Quality and Competitive Procurement
 - Mitigation:
 - Competitive Bidding: Thresholds still require formal bidding for large purchases
 - Professional Standards: Staff trained in procurement best practices

Delegation of Purchasing and Contracting Authority

- Negotiation Authority: Staff can negotiate better terms than one-time approval by Council
- Long-Term Relationships: Direct relationships with vendors improve quality and pricing
- Expertise: Department managers expert in their procurement needs
- Best Practice: Olympia and Shoreline report that delegated purchasing results in better pricing due to staff negotiation authority and vendor relationships

Council Options

- Maintain Current Structure
 - Action: No change to Resolution 2021-03
 - Continue requiring Council approval for all purchases except those under \$7,500 on the claims register
 - Advantages:
 - No policy change required
 - Full Council visibility of all spending
 - No new training needed
 - Maintains strict control
- Delegate Specific Categories Only
 - Action: Amend purchasing policies to delegate authority for specific types of purchases only
 - Example: Professional services under \$50,000; routine repairs under \$25,000; vendor list purchases per policy; emergency purchases with post-approval
 - Advantages:
 - Addresses specific operational challenges
 - Can be tailored
 - Partial solution to urgency issues
 - Less change
- Tiered Delegation (**Recommended**)
 - Action: Adopt a new Delegation of Purchasing and Contracting Authority policy establishing:
 - Tier 1 - City Manager Authority (\$50,000 - \$100,000)
 - Within in approved Budget
 - Non-emergency professional services
 - Repair and maintenance services
 - Routine contracts and amendments
 - Purchases and contracts meeting state competitive bidding requirements
 - Sole-source purchases when documented and justified
 - Emergency purchases with post-approval report to Council
 - Report of purchasing actions at each Council meeting (Set thresholds such as purchases over \$10,000 and all contracts)
 - Tier 2 - Department Head Authority (\$25,000 - \$50,000)

Delegation of Purchasing and Contracting Authority

- Operational purchases and services
- Department-specific contracts
- Services and supplies within department budgets
- Emergency repairs and immediate needs
- Report of purchasing actions at each Council meeting (Set thresholds such as purchases over \$10,000 and all contracts)
- Maintained Council Authority (All amounts)
 - Policy and strategic contracts (ILAs, JVs, etc.)
 - Purchases above delegated thresholds
 - Major capital items
 - Contracts with specific Council direction
 - Amendments to major contracts
 - All appropriations and budgeting
- Requirements:
 - Subject to annual budget appropriation
 - Subject to competitive bidding requirements under state law and City policy
 - City Manager oversees all delegations; reports to Council monthly/quarterly
 - Department heads are accountable to City Manager
 - Clear documentation and public record availability
 - Authority to waive bidding (emergency, sole-source, intergovernmental) delegated to CM with documentation
- Maximize Delegation with Annual Review (Long-Term)
 - Action: Adopt comprehensive delegation with annual threshold review (similar to Shoreline model)
 - City Manager authority: \$75,000, reviewed annually and indexed to inflation
 - Department Head authority: \$40,000, reviewed annually
 - Automatic adjustment when cumulative inflation exceeds \$5,000
 - Annual report to Council on purchasing activity (set threshold \$25,000 +) and threshold changes

Proposed Implementation Timeline:

Q1 2026 (January-March):

- Work session discussion and Council feedback (January 14 meeting)
- Staff prepare detailed Delegation of Purchasing Authority resolution and administrative procedures
- Presentation of draft policy to Council

Q2 2026 (April-June):

- Council consideration of Resolution
- Final policy adoption
- City Manager develops training materials and administrative procedures
- Establish reporting requirements and audit procedures

Delegation of Purchasing and Contracting Authority

Q3 2026 (July-September):

- Implementation and staff training
- Establishment of vendor qualification procedures
- Set up of reporting system for the Council

Q4 2026 (October-December):

- Operational review and adjustment
- Council Evaluation



CITY COUNCIL AGENDA BILL

Subject: 4.d.

Originating Dept.: Planning Department

Action Recommended:

Approval(s):

Meeting Date: January 14, 2026

Date Submitted:

Exhibit(s):

1. January 14 City Council Study Session Staff Report
2. A - Draft Title 19 and 21 Amendments
3. B - SEPA DNS
4. C - City Response to Toyer Letter dated 11.7.25
5. D - City Response to Toyer Letter dated 1.6.2026
6. E - WGS Comment

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:

City Council Staff Report

Subject: Proposed Amendments to GPMC Title 19, Unified Development Code

Date of Staff Report: January 7, 2026

Date of Meeting: January 14, 2026

Consultant Contact: Patrick Kelly, AICP and Wayne Carlson, FAICP, LEED AP AHBL, Contract City Planners

Summary

The City of Granite Falls is in the process of amending Title 19, Unified Development Code to ensure consistency with the City's recently adopted 2024 Comprehensive Plan and to improve overall clarity of processes. Some proposed amendments are in response to a public comment letter received during the notice period associated with the first round of code amendments, to which the City responded on November 7, 2025 (Attachment C). Proposed amendments also include integrating local requirements associated with the City's obligations under the Growth Management Act and the recently enacted legislation by the Washington State Legislature, below:

- SB 5258, regarding impact fees (Title 21) – Increases the supply and affordability of condominium units and townhouses as an option for homeownership, by requiring that impact fees reflect a proportionate impact of new housing units.

Process

A SEPA Determination of Nonsignificance was issued on December 19, 2025, with a 14-day public comment period which ended on January 2, 2026 (Attachment B).

One public comment was received on January 6, 2026, from David Toyer, which included suggested revisions to the proposed amendments, shown in the City's Comment Response Letter (Attachment C).

The proposed code amendments were sent to the Department of Commerce on December 19, 2025, for a 60-day review period, which ends February 17, 2026. One comment was received from the Department of Natural Resources on December 23, 2025, regarding geologically hazardous areas, which is included as Attachment E.

The Planning Commission reviewed these items at a study session on January 6 and will hold a public hearing on January 13 to review the final draft amendments and make a recommendation to the City Council. The City Council is tentatively scheduled to consider the amendments at a public hearing on January 21.

A written comment was provided by David Toyer at the Planning Commission study session. This letter recommended changes to proposed amendments to off-street parking requirements in MR zones. This change was reviewed by staff and alternative language is recommended that does not substantially change the intent of the requirement and is reflected in the language below for GPMC 19.03.080. The comment letter also recommended changes to proposed requirements for all contiguous parcels of land to be part of a single subdivision application regardless of when those parcels may be acquired. Staff reviewed this comment and suggested revised language which has been incorporated into the draft amendments. Finally, the comment letter recommended a ten-foot landscape buffer along SR-92 when a fence is provided, in lieu of the 20' buffer recommended by staff. The Planning Commission will consider this revision and make a recommendation to the City Council on this, and the aforementioned revisions, at the Planning Commission public hearing on January 13.

Suggested Amendments

- GPMC 19.02 - Definitions
 - Adding definitions and revising existing definitions for clarity and for consistency with proposed amendments, such as:
 - revising the definition for “Density”
 - adding definition for “Net Buildable Area” as the land area basis for determining allowable residential density.
 - adding definitions for newly permitted uses “Trade, Transportation, and Warehousing”
- Table 19.03-I - Permitted Uses by Zoning District
 - To add “Trade, Transportation, and Warehousing” as a permitted use in the Light Industrial (LI) and Heavy Industrial (HI) zones. This addition is in response to one of the comments received from David Toyer, which stated that the addition of this use allows for the separation of retail and industrial/trade oriented uses, as compared to the existing permitted use table which only lists “General Warehousing and Including Wholesale Trade” (permitted in Light Industrial (LI) and Industrial/Retail (IR)).
- GPMC 19.03.080 - Multiple Residential (MR) zone

- Added that side yard setbacks are reduced to zero feet where the units have a common wall for zero lot line developments, to facilitate these developments.
- Added that within the MR zone, off-street parking spaces for single-family or townhome units shall be provided on the lot or unit it serves. If two side-by-side driveway parking spaces cannot be provided in the front, required off-street parking shall be provided as rear-loaded parking. This amendment is proposed in order to be consistent with the Comprehensive Plan Policy LU-3.7 (rear loading and satellite parking in MR zones), while also allowing for flexibility in parking requirements.
- 19.04C.075 - Site Plan Review
 - Revised the site plan application requirements for clarity (GPMC 19.04C.075(D)).
 - Established open space requirements for Multifamily developments in the MR zone, including common open space, private open space, and pedestrian circulation requirements (GPMC 19.04C.075(F)(1)). Landscaping and maintenance requirements were also added specific to the required open space areas.
- 19.05 - Article I Subdivisions
 - Revised the purpose and requirements for subdivision review to clarify application requirements and processes (GPMC 19.05.005 and GPMC 19.05.015).
 - Added application requirements and specific criteria for approval for preliminary and final plats (GPMC 19.05.025 and GPMC 19.05.045).
 - Added additional requirements and clarified existing requirements for contents of a final plat map (GPMC 19.05.035).
 - Revised section regarding endorsements on short and long subdivision plats to define and include standards for dedications, acknowledgements, and certifications. This section was revised to include requirements, restrictions, and required approval language (GPMC 19.05.040).
 - Revised requirements for alterations of a subdivision (GPMC 19.05.060).
- 19.05.200 - Article III Boundary Line Adjustments
 - Revised the purpose and requirements for review of boundary line adjustments to clarify application requirements and processes (GPMC 19.05.200(A)).
 - Added a subsection regarding required information for recording and process for correcting errors on an approved boundary line adjustment (GPMC 19.05.200(F) and (G)).

- GPMC 19.06.010 - Density and Dimension
 - Revised GPMC 19.06.010(B) to reference the established minimum and maximum densities in each zoning district.
- GPMC 19.06.015 - Calculation – Allowable Dwelling Units
 - Added a new section detailing density calculations to clarify the process for determining the number of permitted dwelling units on a lot.
- 19.06.020 - Landscape and screening
 - Clarified the purpose statement and applicability (GPMC 19.06.020(A) and (B)).
 - Added additional landscape plan submittal requirements for clarity (GPMC 19.06.020(C)) and added additional requirements for alternative landscaping (GPMC 19.06.020(D)).
 - Standardized types and descriptions of screens and buffer types, including requiring a specific buffer type for properties adjacent to Highway 92 (GPMC 19.06.020(F) through (I)).
 - Clarified required maintenance expectations (GPMC 19.06.020(J)).
- GPMC 19.06.050 - Loading Area and Off-Street Parking Requirements
 - Revised parking requirements in alignment with proposed revisions in the MR zone (GPMC 19.03.080), that required off-street parking spaces for single-family or townhome units shall be provided on the lot or unit it serves. If two side-by-side driveway parking spaces cannot be provided in the front, required off-street parking shall be provided as rear-loaded parking.
- GPMC 19.15.010 – Schedule of Land Use Fees and Deposits
 - Removed this section as it is repetitive of 19.09.010, Schedule of Land Use Fees and Deposits.
- GPMC Title 21 - Impact Fees
 - Revised GPMC 12.08.010, Calculation of Impact Fees for traffic impact fees to provide different impact fees for single family residences/duplexes and multifamily residences. Proposed impact fees are based on the Average Weekday Total (AWDT) Equivalency Factor (which varies for single family, low rise multifamily (1-4 stories), mid-rise multifamily (5-9 stories), and townhouses/condominiums. This proposed change is to ensure compliance with Senate Bill 5258, requiring that impact fees reflect the proportionate share of new housing units.

Items for Discussion

- Staff will be available to discuss any of the proposed code changes.

Attachments

- A. Proposed Amendments to Titles 19 and 21
- B. SEPA Determination of Nonsignificance
- C. Response Letter from City Staff to David Toyer dated 11.7.25
- D. Response Letter from City Staff to David Toyer dated 1.6.26
- E. Response Letter from Department of Natural Resources dated 12.23.25

19.02 Definitions.

12.02.030. C

“Community Garden” means a parcel of land or portion thereof used for the cultivation of plants by multiple individuals or households, typically for personal consumption, donation, or community benefit rather than commercial sale. A community garden may include individual or shared garden plots, raised beds, greenhouses, tool sheds, composting areas, rainwater collection systems, fencing, and gathering areas.

12.02.140.D

“Density” means the number of permitted dwelling units allowed on each acre of net project area ~~land~~ or fraction thereof rounded to the nearest whole number.

“Display Garden” means a landscaped area designed primarily for public viewing, education, or aesthetic enjoyment, which may include ornamental plants, native vegetation, demonstration plantings, or themed gardens. Limited maintenance structures, interpretive signage, pedestrian pathways, and accessory features such as benches may be included. A display garden is not intended for the regular production of food for sale or distribution, though incidental harvesting for educational or demonstration purposes may occur.

19.02.080. H

“Heavy Equipment” means any powered machinery, vehicle, or device designed primarily for construction, earthmoving, or industrial operations, including but not limited to bulldozers, excavators, cranes, graders, loaders, dump trucks, and similar equipment, which, due to size, weight, or function, may produce significant noise, vibration, or traffic impacts, and is not generally intended for routine residential or small-scale commercial use.

19.02.120. L

“Light Equipment” means any machinery, vehicle, or device used for maintenance, landscaping, construction, or other operational purposes that is smaller in scale, weight, or impact than heavy equipment, including but not limited to small tractors, skid-steer loaders, compact excavators, and similar tools, and which is generally suitable for residential, commercial, or small-scale industrial use without significant impacts to surrounding properties.

19.02.130. M

“Multifamily dwelling” means a building containing ~~two~~three or more dwelling units.

19.02.140.N

“Net project area” means the gross area of a development site less the following:

1. Areas located within designated floodplains;
2. Nontransferable critical areas, including but not limited to stream channels, as defined in GFMC 19.07;
3. Utility easements thirty (30) feet in width or greater;
4. Land dedicated or otherwise reserved for publicly owned community facilities;
5. Rights-of-way, private roads, access easements, and panhandle areas; provided, that in lieu of a specific deduction under this subsection, an applicant may elect to apply a flat twenty (20) percent reduction of the gross project area to account for rights-of-way, private roads, access easements, and panhandles; and
6. Tracts or easements containing stormwater detention facilities, except where such facilities are located underground are usable for recreational use.

19.02.150.O

“Open space, active” means an open area with a suitable surface and slope for recreation, and it includes features that support recreational use. Passive open spaces, as well as environmentally sensitive areas and their buffers, are *not* considered active open space.

(1) Active open space areas may feature, but are not limited to, the following amenities:

- (a) Golf course;
- (b) Swimming pool;
- (c) Basketball, tennis, pickleball, or similar courts or half-courts;
- (d) Skateboard facilities;

(e) Baseball, football, soccer, or similar fields;

(f) Disc golf;

(g) Horseshoes, bocce, or similar lawn games;

(h) Volleyball or similar net sports;

(i) Tot lot with playground equipment (soft surface); or

(j) Other similar amenities as determined by the designated official.

“Open space, passive” means an open space area that isn’t suited for active recreation but can be used for low-intensity activities like walking, hiking, biking, picnicking, or nature viewing, or it may be left in a natural or landscaped condition.

19.02.200.-T

“Trade, Transportation and Warehousing” means a land use primarily engaged in the buying, selling, storage, or distribution of goods, or the movement of goods and people, including wholesale and retail trade, transportation services, warehousing, and distribution facilities, but excluding heavy industrial processing or manufacturing and outdoor storage.

“Townhouse” means a multiple dwelling unit constructed in a row of at least three such units and meeting the following criteria: (1) no dwelling unit overlapping another vertically; (2) common side walls joining units from foundation to roof; and (3) not more than six dwelling units in one structure.

Table 19.03-I: Permitted Uses by Zoning District

	(R-2.3) Riverfront Residential	(R-9600) Residential 9,600	(R-7200) Residential 7,200	(MR) Multiple Residential	(DT-2500) Downtown Residential	(CBD) Central Business District	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institution	(OS) Open Space	(PP) Public Park
PUBLIC AND INSTITUTIONAL													
Antennas	P	P	P	P	P	P	P	P	P	P	C		
Community Center											P		
Educational institution					C	P	P		P	C	P		
Essential Public Facilities		C	C	C	C	P	P	P	P		C		
Municipal Parking area				P	P	P	P		P		P		
Place of Worship		C	C	C	C	C	C				P		
Preschool				C	C	P	P		P	C			
Public library											P		
Public parks	C	P	P	P	P	P	P				P		
Public safety facilities	P	C	C	P	P	P	C	P	P	P	P		
Public facilities and utilities	C	C	C	C	C	C	C				P		
Social or civic organization facility				C	C	P	P				P		

	(R-2.3) Riverfront Residential	(R-9600) Residential 9,600	(R-7200) Residential 7,200	(MR) Multiple Residential	(DT-2500) Downtown Residential	(CBD) Central Business District	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institution	(OS) Open Space	(PP) Public Park
INDUSTRIAL													
Accessory living quarters								P (secondary use)	P (secondary use)	P (secondary use)			
Building material sales and storage					C	P	P	P	P	C			
Commercial laundries and cleaners					C	P	P	P	P				
Commercial nurseries/greenhouses						C	P	P	P				
Communication Facility	P	P	P	P	P	P	P	P	P	P	C		
General warehousing including wholesale trade								P	P				
Light manufacturing and assembly					P		P	P	P	P			
<u>Mini-storage</u>									<u>P</u>				
Recycling facility, processing							C	P	P	P			
Recycling facility, scrap and							C	P	P	P			

	(R-2.3) Riverfront Residential	(R-9600) Residential 9,600	(R-7200) Residential 7,200	(MR) Multiple Residential	(DT-2500) Downtown Residential	(CBD) Central Business District	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institution	(OS) Open Space	(PP) Public Park
dismantling facility													
<u>Trade,</u> <u>Transportation,</u> <u>and Warehousing</u>									<u>P</u>	<u>P</u>			
OPEN SPACE AND PARKS													
Display or <u>community</u> garden	P	P	P	P	P	P	P				P	P	<u>P</u>
<u>Community</u> <u>garden</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>						<u>P</u>		
Outdoor passive parks	P	P	P	P	P	P	P				P	P	P
Park maintenance storage facility	C	C	C	C	C	C	C	P	P		P	P	P
Picnic area and related facilities	P	P	P	P	P	P	P				P	P	P
Playground	P	P	P	P	P	P	P				P	P	P
Playfields	C	P	P	P	P	P	P				P	P	P
Private recreational facilities	P	C	C	C	C	P	P	P	P	P		P	P
Public utility	C	C	C	C	C	C	C	P	P	P	P	C	

	(R-2.3) Riverfront Residential	(R-9600) Residential 9,600	(R-7200) Residential 7,200	(MR) Multiple Residential	(DT-2500) Residential Downtown	(CBD) Central Business District	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institution	(OS) Open Space	(PP) Public Park
Trails	P	P	P	P	P	P	P				P	P	P
RESIDENTIAL													
Accessory Dwelling Unit	P	P	P		C								
Adult Family Home	P	P	P	P	P								
Assisted Senior Living Facility				P	P								
Boarding House		P	P	P	P	<u>P</u>	<u>P</u>						
Courtyard Apartments				P	P								
Duplex		P	P										
Dwelling, multiple-family				P	C	P ⁴	C						
Dwelling, single family	P	P	P	P	P								
Emergency Temporary Shelter						P	P				P		
Family daycare	C	C	C	C	C	C	C						
Foster home		P	P	P	P								
Home occupation	P	P	P	P	P	P ²							
Live/work units				C	C	P	P						

	(R-2.3) Riverfront Residential	(R-9600) Residential 9,600	(R-7200) Residential 7,200	(MR) Multiple Residential	(DT-2500) Residential Downtown	(CBD) Central Business District	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institution	(OS) Open Space	(PP) Public Park
Manufactured Home	P	P	P	P	P								
Mobile Home Park				P									
Nursing or Convalescent Home				P	P	C							
Permanent Supportive Housing	P	P	P	P	P	P ⁴	C						
RVs	P												
Recreational Vehicle (RV) park	P												
Townhouse				P	C								
Transitional Housing	P	P	P	P	P	P ⁴	C						
Triplex			P ⁵	P	P								
COMMERCIAL													
Adult Cabaret							P						
Animal clinics/hospitals					C		P	P					
Animal shelter							C		P	P	C		
Art galleries					P		P	P					

	(R-2.3) Riverfront Residential	(R-9600) Residential 9,600	(R-7200) Residential 7,200	(MR) Multiple Residential	(DT-2500) Downtown Residential	(CBD) Central Business District	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institution	(OS) Open Space	(PP) Public Park
Automobile sales and rentals							P	P	P				
Automobile fueling and service							P	P	P				
Banks, business and drive up banking						P	P	P					
Bed and Breakfast		C	C		C								
Boat sales and repair						C	P	P	P	P			
Cabinet and furniture shops					C	P	P	P	P				
Cafeteria or limited service restaurant					P	P	P	P					
Cemetery											P		
Commercial kennels and catteries		C	C				P	P	P				
Commercial nursery/greenho uses								P	P	P			

	(R-2.3) Riverfront Residential	(R-9600) Residential 9,600	(R-7200) Residential 7,200	(MR) Multiple Residential	(DT-2500) Downtown Residential	(CBD) Central Business District	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institution	(OS) Open Space	(PP) Public Park
Convenience Store						P	P	P					
Day Care Centers	P	P	P	P	P	P	P	P ¹					
Dog Day Care		C	C			P	P	P					
Drive in espresso/coffee business						P	P	P					
Drycleaners/Laun dromats						P	P	P	C				
Florists, retail						P	P	P					
Fitness centers and workout gyms						P	P	P	C				
Gambling premises						C	P						
Health and personal care stores						P	P	P					
Heavy equipment sales, service/repair, and rental							C	P	P	P			
Hospitals					C		C	P			P		
Hotels/Motels						P	P						

	(R-2.3) Riverfront Residential	(R-9600) Residential 9,600	(R-7200) Residential 7,200	(MR) Multiple Residential	(DT-2500) Downtown Residential	(CBD) Central Business District	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institution	(OS) Open Space	(PP) Public Park
Light equipment sales, <u>rental</u> , and repair						P	P	P	P				
Lodge, resort, and recreational facilities	C	C ³	C										
Lumberyards, retail						P	P	P	P	P			
Marijuana retailer						P	P						
Medical or dental office/clinic					C	P	P	P	P		P		
Microbreweries and brew pubs						P	P	P	P				
Motorcycle sales and service, Interior only						C	P	P	P				
Museum					P	P	P	C			P		
Nursery, Indoor retail sales							P	P	P				
Office, business, or professional					C	P	P	P					
Outdoor Storage and/or display						C	C	P	P	P			

	(R-2.3) Riverfront Residential	(R-9600) Residential 9,600	(R-7200) Residential 7,200	(MR) Multiple Residential	(DT-2500) Downtown Residential	(CBD) Central Business District	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institution	(OS) Open Space	(PP) Public Park
Personal Service establishment		C	C	C	C	P	P	P					
Pet shop, grooming and supplies						P	P	P					
Private kennel		C											
Private parking facility				P		P	P	P	P	P			
Recreation and Entertainment - indoor commercial					C	P	P	P	P				
Recreation and Entertainment - outdoor commercial					C	C	P	P					
Recreation vehicle sales and repair						P	P	P	P				
Recycling collection station							P	P	P				
Restaurant, full service						P	P	C					
Retail trade - small scale				C	C	P	P	P	P				

	(R-2.3) Riverfront Residential	(R-9600) Residential 9,600	(R-7200) Residential 7,200	(MR) Multiple Residential	(DT-2500) Downtown Residential	(CBD) Central Business District	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institution	(OS) Open Space	(PP) Public Park
(under 2,500 square foot floor area)													
Retail trade - medium scale (2,500 – 20,000 square foot floor area)						P	P	P	P				
Retail trade - medium scale (over 20,000 square foot floor area)						C	P	P					
Shoe repair, clothing alterations, etc.						P	P	P					
Stables and riding schools								P					
Taverns and bars						P	P	P					

19.03.080 Multiple residential (MR) zone.

The multiple residential (MR) zone designation shall provide multifamily residential development at a range of densities between 12 and 24 dwelling units per acre or 28 dwelling units per acre subject to development conditions specified in subsection (I) of this section plus compatible uses such as schools, churches and day care centers where a full range of public facilities and services that support urban development exists. Generally, this designation is appropriate for land which is located convenient to principal arterials and to industrial and commercial activity centers.

(A) See Table 19.03-I for a list of permitted uses in the MR zone.

(B) Minimum Lot Size. The minimum lot size in the multiple residential (MR) zone is 6,000 square feet.

(C) Minimum Lot Width. Minimum lot width in a multiple residential (MR) zone is 50 feet. Corner lots shall have a lot width of not less than 30 feet.

(D) Minimum Building Setbacks. Minimum building setbacks in the multiple residential (MR) zone are:

(1) Front yard: 10 feet from property line.

(2) Side yard: Five feet on each side; provided, that corner lots shall observe the front yard setback from any street or private road. Side yard setbacks are reduced to zero where the units have a common wall for zero lot line developments.

(3) Rear yard: 20 feet from property line for principal buildings and five feet from property line for accessory buildings.

(4) In the case of multistory structures over two stories high, the base yard requirements of subsections (F)(1), (2), and (3) of this section shall be increased by an amount equal to five feet for the sum of the side yards and three feet each for the minimum width side yard, designated rear yard and designated front yard for each story of building height over two.

(5) No portion of any multifamily structure shall be closer than 15 feet from any other structure, nor, in the case of multistoried structures over two stories high, closer than an additional five feet for each story over two.

(6) Alley setback: No portion of any structure shall be closer than 10 feet from an alley.

(7) Garage, carport, or fenced parking area setback: 20 feet from property line or sidewalk, whichever is closer. At a minimum, the 20 feet shall be paved the width of the access to the garage, carport, or fenced parking area. The linear distance shall be measured along a centerline of the driveway from the access point to such garage, carport, or fenced parking area to the street property line, pedestrian walkway, sidewalk, or access road easement, whichever is closest to the garage, carport, or fenced parking area.

(E) Maximum Height. Maximum height in the multiple residential (MR) zone is 33 feet.

(F) Maximum Hard Surface Coverage. Maximum hard surface coverage in the multiple residential (MR) zone is 70 percent.

(G) Maximum Density. Maximum density in the multiple residential (MR) zone is 24 dwelling units per acre or 28 dwelling units per acre when:

(1) Frontage and immediate vehicle access can be provided onto a designated arterial;

(2) Open space and recreational facilities are provided on site; and

(3) No on-site environmentally critical areas exist.

(H) Minimum Density. Minimum density in the multiple residential (MR) zone is 12 dwelling units per acre. [Ord. 960 § 7 (Exh. F), 2018; Ord. 937 § 12 (Exh. K), 2017; Ord. 905 § 1 (Att. A), 2016; Ord. 883 § 7, 2014; Ord. 862 § 17, 2013; Ord. 740 § 1 (Exh. A), 2007.]

(I) The designated official may approve a reduction in the minimum density outlined in subsection (H) of this section, provided that the applicant demonstrates one or more of the following:

(a) The site is constrained due to its unusual shape, topography, location, easements, critical areas, access, or other features that preclude the minimum density being achieved; or

(b) The project is a mixed-use project which provides a mix of residential and nonresidential uses which are compatible with surrounding uses and meet the intent of the MR zone; or

(c) The applicant intends to construct only one residence provided that the residence is sited in such a manner that future development is not precluded.

A written justification must be provided by the applicant for all requests for relief from minimum density requirements and is subject to director approval.

(J) Satellite Parking. If the number of required off-street parking spaces required cannot reasonably be provided on the same lot where the principal use associated with these parking spaces is located, satellite parking may be provided in accordance with the provisions of this section. "Satellite parking" means a designated area of off-street parking spaces located on the same parcel as, or on an adjacent parcel to, the principal use, and intended to supplement the primary on-site parking area.

- (1) Satellite parking areas shall be located within two hundred (200) feet of the primary public entrance to the building or use they serve.
- (2) The distance shall be measured along the most direct pedestrian path between the farthest parking space within the satellite parking area and the primary entrance.
- (3) Safe and direct pedestrian access shall be provided between the satellite parking area and the primary building entrance.
- (4) The pedestrian route shall include clearly defined walkways, crossings, and lighting consistent with City design standards.
- (5) Satellite parking areas shall be under the same ownership or control as the primary use, or subject to a recorded agreement ensuring shared access and maintenance responsibilities.
- (6) All satellite parking areas shall be maintained in good condition and in compliance with applicable landscaping, drainage, and surface standards.
- (7) Satellite parking areas shall meet all applicable requirements for off-street parking design, landscaping, and screening as provided in Chapter 19.06.020.

(K) Alley-Loaded Parking. Alley loaded parking is required for dwellings in the MR zone, except when a minimum of two off-street parking spaces are provided within a driveway accessed from the fronting street. Required off-street parking spaces for single-family or townhome units shall be provided on the lot or unit it serves. If two side-by-side driveway parking spaces cannot be provided in the front, required off-street parking shall be provided as rear-loaded parking.

19.04C.075 Site plan review.

(A) The intent of this section is to establish procedures for reviewing site plans submitted as part of permit applications. All proposals for new multifamily residential, mixed use, commercial, or industrial development shall be subject to site plan application and review. Binding site plans are reviewed under GPMC [19.05.100](#). The purpose of the site plan review process is to determine compliance with the city's applicable development regulations and comprehensive plan provisions and to ensure the following have been achieved:

- (1) To coordinate the proposal, as is reasonable and appropriate, with other known or anticipated development on private properties in the area and with known or anticipated right-of-way and other public projects within the area;
- (2) To encourage proposals that embody good design principles that will result in high quality development on the subject property;
- (3) To determine whether the streets and utilities in the area of the subject property are adequate to serve the anticipated demand from the proposal; and
- (4) To review the proposed access to the subject property to determine that it is the optimal location and configuration for access.

(B) Scope. The review and approval of site plans shall be made as a part of the application approval process unless otherwise provided in this chapter. Site plan review and approval are required for all multiple-family, commercial,

industrial, utility, shoreline development, public-initiated land use proposals, the expansion and exterior remodeling of structures, parking, and landscaping, and as otherwise specified in this title.

(C) Procedures. A site plan shall be submitted as part of all permit and project approval applications with the information required in subsection (D) of this section. Additional information may be required to conduct an adequate review. Each site plan application shall be reviewed as a Type II review pursuant to Chapter [19.04B](#) GPMC.

(D) Site Plan Application. The application shall meet the submittal requirements established by GPMC [19.04A.220](#)(E) and the site plan shall include the following:

- (a) The name or title of the proposed project;
- (b) The date, north arrow and appropriate engineering scale as approved by the community development department (e.g., one inch equals 20 feet; one inch equals 30 feet; one inch equals 40 feet; etc);
- (c) Name, address, and phone number of the owner and plan preparer(s);
- (d) Vicinity sketch (drawn to approximately one inch equals 2,000 feet scale) showing sufficient area and detail to clearly locate the project in relation to arterial streets, natural features, landmarks and municipal boundaries;
- (e) Boundary lines of tracts, lot lines, lot numbers, block numbers, adjacent properties, zoning and existing uses;
- (f) Location and name of existing and proposed streets and right-of-way;
- (g) The building envelope of all structures and the location of all on-site recreation open space areas, buffers, points of egress, ingress, and internal circulation, pedestrian facilities and parking;
- (h) Calculations showing acreage of the site, number of dwelling units proposed, zoning, site density, and on-site recreation open space acreage;
- (i) Source, composition and approximate volume of fill materials;
- (j) Drainage channels, watercourses, marshes, lakes and ponds;
- (k) All significant wooded areas as characterized by evergreen trees eight inches in diameter or greater and/or deciduous trees 12 inches in diameter or greater, measured four and one-half feet above grade;
- (l) Any regulated sensitive area such as wetlands, steep slopes or wildlife habitat;
- (m) Existing structures and setbacks;
- (n) All easements and uses;
- (o) Existing and proposed utilities services (all utilities to be underground);
- (p) Fire hydrant locations and distances;
- (q) Five-foot contour lines;
- (r) Preliminary street profile together with a preliminary grading and storm drainage plan;
- (s) A typical cross-section of the proposed street improvements, proposed ground and building elevations, and the height of existing and proposed structures.
- (1) The building envelope of all structures and the location of all on-site recreation open space areas, buffers, points of egress, ingress, and internal circulation, pedestrian facilities and parking;
- (2) Existing and proposed topography at contour intervals of five or less feet;
- (3) Name, address, and phone number of the owner and plan preparer(s);
- (4) Adjacent properties, zoning and existing uses;
- (5) Location of existing and proposed utilities (e.g., water, sewer, electricity, gas, septic tanks and drain fields) (all utilities to be shown underground);
- (6) Location of nearest fire hydrant, if the subject property is served or will be served by a water purveyor;
- (7) Calculations showing acreage of the site, number of dwelling units proposed, zoning, site density, and on-site recreation open space acreage;
- (8) Scale and north arrow;
- (9) Vicinity sketch (drawn to approximately one inch equals 2,000 feet scale) showing sufficient area and detail to clearly locate the project in relation to arterial streets, natural features, landmarks and municipal boundaries;
- (10) Location of public and private rights-of-way;
- (11) All critical areas, including size, location, type, proposed buffers and setbacks (if critical areas exist and a critical areas study is required);
- (12) Natural and manmade drainage courses (e.g., ditches, streams, etc.) and probable alterations which will be necessary to handle the expected drainage from the proposal;

- ~~(13) Source, composition and approximate volume of fill materials;~~
- ~~(14) Composition and approximate volume of any extracted materials and proposed disposal areas;~~
- ~~and~~
- ~~(15) Typical cross-section sheet showing existing ground and building elevations, proposed ground and building elevations, and the height of existing and proposed structures.~~

(E) Application Approval.

- (1) The approval authority shall approve, approve with conditions, or disapprove the application. The approval authority may grant final approval subject to any conditions it feels necessary to protect and promote the health, safety and general welfare of the community.
- (2) Such conditions may include, but are not limited to, the following: the requirement of easements, covenants, and dedications; fees-in-lieu-of; the installation, maintenance and bonding of improvements such as streets, landscaping, sewer, water, storm drainage, underground wiring, sidewalks, trails; and the recording requirements of the Snohomish County auditor.
- (3) Site plan approval shall expire as set forth in GPMC [19.04A.250](#).

(F) Site Plan Review Criteria – Consistency. Site plans shall be consistent with the applicable regulations and comprehensive plan provisions, and the requirements of this section.

1. Open Space. All multifamily developments in the MR zone shall provide a minimum of 25% of the buildings gross floor area as open space. Of the required open space, at least 50% shall be common open space available to all residents; no more than 20% may be provided as private open space (e.g., patios, decks, balconies); and no more than 30% may consist of critical areas or critical area buffers.

All required common and private open space shall meet the following standards:

a. Common Open Space:

- i. Must include areas with minimum dimensions of 25 ft by 25 ft, be centrally located, and be easily accessible to residents.
- ii. Shall contain at least two (2) amenities such as playgrounds, commercial-grade benches or picnic tables, sport courts, or trail segments.
- iii. At least 70% of common open space must be of a grade suitable for recreation.
- iv. Underground stormwater facilities may count only when designed as dual use facilities that are accessible and usable as open recreation areas. A detention pond is not considered usable as a recreation area.

b. Private Open Space:

- i. Must be directly accessible from the associated dwelling unit(s).
- ii. Minimum sizes: 60 sq ft for balconies (6-ft minimum dimension) and 120 sq ft for patios/yards (10-ft minimum dimension).
- iii. May not overlap with required landscaping, parking, or drive aisles.

c. Pedestrian Circulation:

- i. Developments shall provide a connected on-site pathway system linking all primary building entrances, common open spaces, parking areas, and adjacent public sidewalks or trails.
- ii. Pathways must be at least 5 ft wide, meet Americans with Disabilities Act (ADA) standards, and be constructed of an all-weather surface (gravel is not considered an all-weather surface) provided, that an all-weather surface shall not be required where terrain precludes ADA access, or where an alternate surface is determined by the designated official to be preferable. Where an alternate surface is used, appropriate materials, edging, and compaction shall be provided.

d. Design and Landscaping:

- i. Open space shall be landscaped with native or drought-tolerant plant species suitable for Western Washington.
- ii. Lighting shall be pedestrian-scaled and dark-sky compliant.

iii. Open spaces should incorporate CPTED principles to ensure visibility and resident safety.

e. Maintenance:

i. Before final approval is granted, the applicant shall submit to the city, for its approval, covenants, deed restrictions, homeowners' association bylaws, and/or other documents providing for preservation and maintenance of all common open space, parking areas, walkways, landscaping, signs, lights, roads and community facilities at the cost of the property owners.

ii. All common areas and facilities shall be continuously maintained at a minimum standard at least equal to that required by the city, and shall be approved by the city at the time of initial occupancy.

(G) Limitations on Site Plan Review. Site plans shall be reviewed to identify specific project design and conditions relating to the character of development, such as the details of curb cuts, drainage swales, the payment of impact fees, or other measures to mitigate a proposal's probable adverse environmental impacts. [Ord. 1020 § 1 (Att. A), 2022.]

Article I. Subdivisions

19.05.005 Introduction and purpose.

Unless exempted by Chapter [58.17](#) RCW, all subdivision activity is subject to the requirements of this title. No person may subdivide land except in accordance with all of the provisions of this chapter. Short plats consist of subdivisions which result in nine or fewer lots. Subdivisions of 10 or more lots may also be referred to as formal or long plats/subdivisions.

The intent of this chapter and title is to provide criteria as described in Section 19.05.025(C), regulations and standards to govern the subdividing of land within the city ~~and to:~~

~~(A) Promote the public health, safety and general welfare in accordance with standards established by the state and the city;~~

~~(B) Promote effective use of land by preventing the overcrowding or scattered development which would injure health, safety or the general welfare due to the lack of water supplies, sanitary sewer, drainage, transportation or other public services, or excessive expenditure of public funds for such services;~~

~~(C) Avoid congestion and promote safe and convenient travel by the public on streets and highways through the coordination of streets within a subdivision with existing and planned streets;~~

~~(D) Provide for adequate light and air;~~

~~(E) Provide for water, sewage, drainage, parks, and recreational areas, sites for schools and school grounds, and other public requirements;~~

~~(F) Provide for proper ingress and egress;~~

~~(G) Provide for the housing and commercial needs of the community;~~

~~(H) Require placement of permanent uniform land division survey monuments and conveyance of accurate legal descriptions;~~

~~(I) Protect environmentally sensitive areas; and~~

~~(J) Protect and preserve the community urban forest for its aesthetic, environmental and health benefits.~~ [Ord. 1020 § 1 (Att. A), 2022.]

19.05.010 Subdivisions.

Every division or redivision of land into lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership shall proceed in compliance with the provisions of state law and this title, unless exempted by Chapter 58.17 RCW. All contiguous parcels of land that are under the same ownership at the time of application shall be considered a single site for purposes of subdivision or short subdivision review. Such parcels shall be aggregated into one subdivision or short subdivision action, regardless of the date of acquisition or whether the parcels are identified as separate lots, tracts, parcels, tax lots, or government lots. Multiple applications and/or

exemptions shall not be utilized as a substitute for comprehensive subdividing or short subdividing in accordance with the requirements of this title. Short plats consist of subdivisions which result in nine or fewer lots. Subdivisions of 10 or more lots may also be referred to as formal or long plats/subdivisions. [Ord. 1020 § 1 (Att. A), 2022.]

19.05.015 Review of subdivisions.

No person may subdivide their land except in accordance with the provisions of this title. Long and short subdivisions are subject to a three-step approval process. The first step is approval of the preliminary plat, the second is approval and construction of the infrastructure necessary to serve the plat, and the third step is for approval of the final plat. Each step requires a separate application and fee as set by council resolution.

Upon determination by the Community Development Department that the application satisfies all requirements of this title and is deemed complete pursuant to GFMC 19.04A, the department shall circulate the preliminary subdivision application to appropriate City departments and affected agencies for review and comment. When the proposed subdivision is located adjacent to state highway right-of-way, the application shall also be routed to the Washington State Department of Transportation.

Each department or agency shall evaluate the preliminary subdivision and provide the Community Development Department with written comments regarding the proposal's potential impacts within its area of responsibility, including effects on public health, safety, and general welfare. Submitted reports shall include recommendations concerning necessary public improvements and a recommendation regarding approval or denial of the preliminary subdivision.

The community development department shall prepare an administrative decision for Type II applications, or a written recommendation for the hearing examiner for approval or disapproval for Type III applications, which shall be entitled "staff report," and which shall include the reports and recommendations of the city departments and of other consulted government agencies. This report shall be prepared at least seven calendar days prior to the public hearing. [Ord. 1020 § 1 (Att. A), 2022.]

19.05.020 Limitations on resubdividing short plats.

(A) Land included within an approved short subdivision shall not be further divided for a period of five years from the date of final short subdivision approval if the total number of lots created between the original and second short plat exceeds nine. If the number of lots exceeds nine, resubdivision requires submittal of a formal plat processed in accordance with all requirements of this title.

(B) Where no public dedications have been made and no lots within an approved short subdivision have been sold, nothing in this section shall prevent the subdivider from withdrawing the entire short subdivision and submitting a new application thereafter. Short plats can be resubdivided with a subsequent short plat within five years if the total number of lots created between the original and second short plat does not exceed nine. If the number of lots exceeds nine, resubdivision requires a long plat. [Ord. 1020 § 1 (Att. A), 2022.]

19.05.025 Application and Criteria for preliminary plat subdivision approval.

(A) A preliminary plat shall follow the procedures for a Type II review for a short plat and Type III review for plats pursuant to Chapter [19.04B](#) GFMC.

(B) Application

(1) Fees. The applicant shall pay the required fees as set forth in the city's fee schedule or other applicable resolutions or ordinances when submitting the subdivision application.

(2) Application Documents. An applicant for a subdivision shall submit an application, form, legal description of the property, a vicinity map, declaration of ownership, a listing of the names and addresses of the adjacent property owners, an environmental checklist, if required and a proposed plat map.

(3) Preliminary Plat Map. The proposed preliminary plat map submitted shall contain the following information:

(t) The name or title of the proposed subdivision;

(u) The date, north arrow and appropriate engineering scale as approved by the community development department (e.g., one inch equals 20 feet; one inch equals 30 feet; one inch equals 40 feet; etc);

- (v) Boundary lines of tracts, lot lines, lot numbers, block numbers;
- (w) Location and name of existing and proposed streets and right-of-way;
- (x) Drainage channels, watercourses, marshes, lakes and ponds;
- (y) All significant wooded areas as characterized by evergreen trees eight inches in diameter or greater and/or deciduous trees 12 inches in diameter or greater, measured four and one-half feet above grade;
- (z) Existing structures and setbacks;
 - (aa) The location of existing driveways;
 - (bb) All easements and uses;
 - (cc) Existing and proposed utilities services;
 - (dd) Fire hydrant locations and distances;
 - (ee) Five-foot contour lines;
 - (ff) Preliminary street profile together with a preliminary grading and storm drainage plan;
 - (gg) A typical cross-section of the proposed street improvements;
 - (hh) Any regulated sensitive area such as wetlands, steep slopes or wildlife habitat.

(C) Elements Considered

The following criteria shall serve as the basis for approval or denial of any proposed subdivision:

- (1) Public Use and Interest. The subdivision shall be reviewed to determine whether the public use and interest will be served by its approval. The subdivision shall promote effective use of land by preventing the overcrowding or scattered development which would injure health, safety or the general welfare due to the lack of water supplies, sanitary sewer, drainage, transportation or other public services, or excessive expenditure of public funds for such services.
- (2) Public Health, Safety, and Welfare. The subdivision shall be evaluated to ensure that public health, safety, and general welfare are adequately protected.
- (3) Comprehensive Plan Consistency. The subdivision shall be examined for consistency with all applicable elements of the city's Comprehensive Plan.
- (4) Zoning Compliance. The subdivision shall be reviewed for compliance with existing zoning regulations.
- (5) Natural Environment. The subdivision shall be evaluated for impacts to the natural environment—including topography, vegetation, community urban forests, soils, geology, and other environmental elements as defined in the State Environmental Policy Act (Chapter 197-11 WAC)—and for the adequacy of proposed mitigation measures, consistent with Title 19.07, *Environmental Regulations*.
- (6) Drainage. All drainage impacts shall be assessed, including the adequacy of proposed mitigation measures, in accordance with city drainage standards and Title 13.20, *Storm Drainage System*.
- (7) Open Space. The subdivision shall be reviewed for impacts on open space and for compliance with open-space provisions as required in Title 19.05, *Subdivisions* or other applicable code sections.
- (8) Public Systems Capacity. Impacts on public systems—including parks, schools, and community facilities—shall be evaluated, along with proposed mitigation measures.
- (9) Public Services. Impacts on public services—such as streets, utilities, fire protection, and police services—shall be assessed, promoting safe and convenient travel by the public on streets and highways through the coordination of streets within a subdivision with existing and planned streets, with mitigation provided as required by Chapter 19.12 GPMC.
- (10) Floodplain Compliance. Subdivisions located within designated floodplain areas shall be identified and shall comply with the provisions of this chapter and Chapter 19.07.030 GPMC, *Flood damage prevention*.

(BD) A preliminary plat shall be approved if it meets the approval criteria in Chapter [58.17](#) RCW and the requirements of this title.

(CE) Preliminary plat approvals may contain conditions as deemed necessary to ensure the approval criteria are met. [Ord. 1020 § 1 (Att. A), 2022.]

19.05.030 Application for final subdivisionplat approval.

The application for final plat approval shall include:

- (A) Completed application form with fee.

(B) ~~Two draft copies of the~~ The following information:

(1) Mathematical lot closures showing error of closures not to exceed 0.005 times the square root of “n,” where “n” equals the number of sides and/or curves of a lot.

~~(2) A certification from a professional land surveyor, licensed in the state of Washington, as to the survey data, layout of streets, alleys and other rights-of-way.~~ (32) A certification that bridges, sewage, water systems and other structures together with the information provided by the professional land surveyor for the approval signature of a licensed engineer acting on behalf of the city.

~~(43) -A legal description of the entire parcel(s) to be subdivided and each lot, easement and tract to be created, to be on forms acceptable to the city and stamped “Registered Land Surveyor.” A complete survey of the section or sections in which the plat is located, or as much thereof as may be necessary to properly orient the plat within the section or sections. A computer printout showing closures of the section or subdivision breakdown (if any), plat boundary, road centerlines, lots and tracts. The maximum allowable error of closure shall be 0.02 feet in any such closure.~~

~~(4) A complete survey conducted by or under the supervision of a licensed land surveyor registered in the state of Washington. The surveyor shall certify that the subdivision is a true and correct representation of the lands actually surveyed and the survey was done in accordance with applicable city and state law.~~

(5) A title company certification which is not more than 30 calendar days old containing:

- (a) A legal description of the total parcel(s) sought to be subdivided; and
- (b) A list of those individuals, corporations, or other entities holding an ownership interest in the parcel; and
- (c) Any easements or restrictions affecting the property with a description, purpose and reference by auditor’s file number and/or recording number; and
- (d) Any encumbrances on the property; and
- (e) Any delinquent taxes or assessments on the property.

~~(6) Copy of restrictions and covenants, if any, proposed to be imposed upon the use of the land.~~

~~(67)~~ An approved subdivision name reservation form from the Snohomish County auditor’s office.

~~(78)~~ If lands are to be dedicated or conveyed to the city as part of the subdivision, an American Land Title Association title policy shall be required.

~~(89)~~ The designated official may require the applicant to submit any other information deemed necessary to make this determination, including, but not limited to, a copy of the tax map showing the land being subdivided and all lots previously subdivided from that tract of land within the previous five years. [Ord. 1020 § 1 (Att. A), 2022.]

19.05.035 Approval of final plats.

~~(A) Final plats for subdivisions and short subdivisions are approved by the designated official and public works director. Final plats shall be approved if it is found that the requirements of preliminary plat, including applicable conditions of approval, have been met, and the requirements of Chapter 58.17 RCW have been met.~~

~~(B) The final plat submitted for recording shall be drawn in waterproof ink on a sheet made of material that will be acceptable to the Snohomish County auditor’s office for recording purposes, and having dimensions of 18 inches by 24 inches.~~

~~(C) When more than one sheet is required to include the entire subdivision, all sheets shall be made of the same size and shall show appropriate match marks on each sheet and appropriate references to other sheets of the subdivision. The scale of the plat shall be at one inch equals not more than 50 feet.~~

~~(D) The applicant shall also provide all final plat maps and engineered as-builts in digital form. Files shall be submitted in “*.dwg” or other AutoCAD-compatible format approved by public works. [Ord. 1020 § 1 (Att. A), 2022.]~~

19.05.040035 Content of the final plat map.

The final plat map shall contain the following information:

- (A) The name of the subdivision, which name shall not duplicate the name of any existing subdivision as recorded in the Snohomish County Registry, and City file number.
- (B) The name and signatures of the subdivision owner or owners.
- (C) The location by quarter section/section/township/range and/or by other legal description, the county, and state where the subdivision is located. Legal description of the entire parcel or parcels to be subdivided.
- ~~(D) The name, registration number, and seal of the professional land surveyor responsible for preparation of the plat, and a certification on the plat by said surveyor to the effect that (1) it is a true and correct representation of the land actually surveyed by him/under his supervision; (2) that the exterior plat boundary, and all interior lot corners, have been set on the applicant's property by him/under his supervision using appropriate permanent materials, with a field traverse with a linear closure of one to 10,000 and corresponding angular closure as specified in WAC 173-303-610; and (3) that all street centerline monuments (points of intersection, points of curve, points of tangency, etc.) within the plat and all intersections with existing street centerlines have been monumented with concrete monuments in case or other permanent material approved by the city.~~
- ~~(E) The scale according to which the plat is drawn in feet per inch or scale ratio in words or figures and bar graph. The drawing shall be of appropriate engineering scale as determined by the City, and shall include the north arrow and basis of bearings. Unless otherwise approved by the designated official, the scale of the final plat will be at one inch equals 50 feet in order that all distances, bearings and other data can be clearly shown.~~
- (F) A boundary survey prepared by a professional land surveyor, licensed in the state of Washington, shall be shown on the proposed plat and shall reference the plat to the Washington Coordinate System, North Zone (North American Datum, 1983) with a physical description of such corners. When the necessary G.P.S. points exist within one-half mile of the subject property, they shall be located on the plat and used as primary reference datums.
- (G) The boundary lines of the plat, based on an accurate traverse, with angular and linear dimensions.
- (G) Location and description of monuments and lot corners set and found.
- (H) The exact location, width, number or name of all rights-of-way and easements within and adjoining the plat and a clear statement as to whether each is to be dedicated or held in private ownership.
- (I) The true courses and distances to the nearest established right-of-way lines or official monuments which will accurately locate the plat.
- (J) Curved boundaries and centerlines shall be defined by giving radii, internal angles, points of curvature, tangent bearings and lengths of all arcs.
- (K) Address for each lot as provided by the city.
- (L) Zoning Setback Lines.
- (M) Location, dimensions and purpose of any easements, noting if the easements are private or public.
- (N) Existing structures, all setbacks, and all encroachments.
- ~~(KQ)~~ All lot and block numbers and lines, with accurate dimensions in feet and hundredths of feet, and bearings to one second of arc. Blocks in numbered additions to subdivisions bearing the same name must be numbered consecutively through the several additions.
- ~~(L)~~ Accurate locations of all monuments at such locations as required by the city engineer. ~~(MP)~~ All plat meander lines or reference lines along bodies of water which shall be established above, but not farther than 20 feet from the high waterline of the water or within a reasonable distance, to ensure reestablishment.
- ~~(NQ)~~ Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with purposes indicated thereon and in the dedication; and/or any area to be reserved by deed covenant for common uses of all property owners.
- ~~(QR)~~ Reference to restrictions, conditions, or covenants and special plat restrictions, either to be filed separately or on the face of the plat. All permanent restrictions and conditions on the lots or tracts or other areas in the plat required by the city.
- ~~(QS)~~ Any additional pertinent information required at the discretion of the public works director and the designated official.

(R) ~~An endorsement to be signed, prior to recordation, by the proper officer in charge of tax collections, certifying that all taxes and delinquent assessments have been paid, satisfied, or discharged.~~

(S) ~~The following declaration:~~

~~All conditions of the preliminary short plat, embodied within the Form of Decision [recorded in Book ____, Page ____ of the Snohomish County Registry/which is attached hereto as Exhibit ____], shall remain conditions of construction of the public improvements.~~

[Ord. 1020 § 1 (Att. A), 2022.]

19.05.040 Endorsements on short and long subdivision platsDedications, Acknowledgments and Certifications.

(A) All streets, highways, and parcels of land shown on the final plat that are intended for public use shall be offered for dedication to the City for public purposes, except where otherwise provided by this title.

(B) The City may require that streets or portions thereof be reserved for future dedication in cases where immediate construction or improvement is not necessary, but where such reservation is needed to ensure the City's ability to accept dedication at a later date when the street becomes necessary for the orderly development of the area or adjacent properties.

(C) All easements to be dedicated shall be clearly shown and labeled on the face of the final plat. A utility easement shall be reserved for and granted to all utility providers serving the subdivision and their successors and assigns, located within the exterior ten (10) feet adjoining the street frontage of all lots. Said easement shall allow for the installation, construction, operation, maintenance, renewal, and replacement of underground conduits, cables, pipes, and wires, together with associated appurtenances necessary to provide electric, telecommunications, and related utility services to the subdivision and surrounding areas, and shall include the right of reasonable access to perform such activities.

Drainage easements identified on the plat shall be reserved for and granted to the City of Granite Falls, except where specifically designated as private easements. Such easements shall include the City's right of ingress and egress for the purpose of excavation, construction, operation, maintenance, repair, and reconstruction of open-channel or enclosed stormwater conveyance systems or related drainage facilities located within the easement area.

(D) Acknowledgments and certificates required by this title shall be in language substantially similar to that indicated in the following subsections:

(1) Dedications. The intention of the owner shall be evidenced by his presentation for filing of a final plat clearly showing the dedication thereof and bearing the following certificate signed by all real parties of interest:

Know all persons by these presents that _____ the undersigned owner(s), in fee simple of the land hereby platted, and _____, the mortgage thereof, hereby declare this plat and dedicate to the use of the public forever all streets, avenues, places and sewer easements or whatever public property there is shown on the plat and the use for any and all public purposes not inconsistent with the use thereof for public highway purposes. Also, the right to make all necessary slopes for cuts and fills upon lots, blocks, tracts, etc. shown on this plat in the reasonable original grading of all the streets, avenues, places, etc. shown hereon. Also, the right to drain all streets over and across any lot or lots where water might take a natural course after the street or streets are graded. Also, all claims for damage against any governmental authority are waived which may be occasioned to the adjacent land by the established construction, drainage, and maintenance of said roads.

Following original reasonable grading of the roads and ways hereon, no drainage waters on any lot or lots shall be diverted or blocked from their natural course so as to discharge upon any public road rights-of-way to hamper proper road drainage. The owner of any lot or lots, prior to making any alteration in the drainage system after the recording of the plat, must make application to and receive approval from the director of the department of public works for said alteration. Any enclosing of drainage waters in culverts or drains or rerouting thereof across any lot as may be undertaken by or for the owner of any lot shall be done by and at the expense of such owner. IN WITNESS WHEREOF we set our hands and seals this ____ day of ____, 20__.

In the event that a waiver of right of direct access is included, then the certificate shall contain substantially the following additional language:

That said dedication to the public shall in no way be construed to permit a right of direct access to street _____ from lots numbered _____ nor shall the city of Granite Falls or any other local governmental agency ever be required to grant a permit to build or construct an access of approach to said street from said lots.

(2) Acknowledgment.

STATE OF WASHINGTON)

: ss.

COUNTY OF SNOHOMISH)

This is to certify that on this ____ day of ____, 20 __, before me, the undersigned, a notary public, personally appeared _____, to me known to be the person(s) who executed the foregoing dedication and acknowledgment to me that signed the same as _____ free and voluntary act and deed for the uses and purposes therein mentioned.

Witness my hand and official seal the day and year first above-written.

NOTARY PUBLIC in and for the State of Washington, residing at

(Seal)

(E) Restrictions. The following restrictions shall show on the face of the final plat:

(1) No further subdivision of any lot without resubmitting for formal plat procedure.

(2) The sale or lease of less than a whole lot in any subdivision platted and filed under Title 19 of the Granite Falls Municipal Code is expressly prohibited except in compliance with Title 19 of the Granite Falls Municipal Code.

(3) The following shall be required when the plat contains a private road:

The cost of construction and maintaining all roads not herein dedicated as public roads shall be the obligation of all of the owners and the obligation to maintain shall be concurrently the obligation of any corporation in which title of the roads and streets may be held. In the event that the owners of any lots served by the roads or streets of this plat shall petition the council to include these roads or streets in the public road system, the petitioners shall be obligated to bring the same to city road standards applicable at the time of petition in all respects, including dedication of rights-of-way, prior to acceptance by the city.

(4) All landscaped areas in public rights-of-way shall be maintained by the developer and his successor(s) and may be reduced or eliminated if deemed necessary for or detrimental to city road purposes.

(5) The location and height of all fences and other obstructions within an easement as dedicated on this plat shall be subject to the approval of the Public Works Director or his designee.

(F) Approvals.

(a) Examined and approved this ____ day of ____, 20 __.

City Engineer/Public Works Director, City of Granite Falls

(b) Examined and approved this ____ day of ____, 20 __.

Community Development/Planning Director,
City of Granite Falls

(c) Examined, found to be in conformity with applicable zoning and other land use controls, and approved this ____ day of ____, 20__.

City Manager Attest: City Clerk

(G) Certificates.

(1) I hereby certify that the plat of _____ is based upon an actual survey and subdivision of Section _____, Township _____ North, Range _____ EWM as required by the state statutes; that the distances, courses and angles are shown thereon correctly; that the monuments shall be set and lot and block corners shall be staked correctly on the ground, that I fully complied with the provisions of the state and local statutes and regulations governing platting.

Licensed Land Surveyor (Seal)

(2) I hereby certify that all state and county taxes heretofore levied against the property described herein, according to the books and records of my office, have been fully paid and discharged, including _____ taxes.

Treasurer, Snohomish County

(3) Filed for record at the request of _____ this _____ day of _____, 20____, at _____ minutes past _____ m, and recorded in Vol. _____ of Plats, page _____, records of Snohomish County, Washington.

Auditor, Snohomish County

~~(R) An endorsement to be signed, prior to recordation, by the proper officer in charge of tax collections, certifying that all taxes and delinquent assessments have been paid, satisfied, or discharged.~~

~~(S) The following declaration:~~

~~All conditions of the preliminary short plat, embodied within the Form of Decision [recorded in Book _____, Page _____ of the Snohomish County Registry/which is attached hereto as Exhibit _____], shall remain conditions of construction of the public improvements.~~

[Ord. 1020 § 1 (Att. A), 2022.]

19.05.045 Approval of final subdivisions.

(A) Final plats for subdivisions and short subdivisions are approved by the designated official and public works director. Final plats shall be approved if it is found that the requirements of preliminary plat, including applicable conditions of approval, have been met, and the requirements of Chapter 58.17 RCW have been met.

(B) The final plat submitted for recording shall be drawn in waterproof ink on a sheet made of material that will be acceptable to the Snohomish County auditor's office for recording purposes, and having dimensions of 18 inches by 24 inches.

(C) When more than one sheet is required to include the entire subdivision, all sheets shall be made of the same size and shall show appropriate match marks on each sheet and appropriate references to other sheets of the subdivision. The scale of the plat shall be at one inch equals not more than 50 feet.

(D) The applicant shall also provide all final plat maps and engineered as-builts in digital form. Files shall be submitted in "*.dwg" or other AutoCAD-compatible format approved by public works.

(E) The applicant shall submit copies of restrictions and covenants, if any, proposed to be imposed upon the use of the land. Such restrictions and covenants, if not on the face of the plat, must be recorded prior to or simultaneously with the subdivision. [Ord. 1020 § 1 (Att. A), 2022.]

19.05.050 Plat approval not acceptance of dedication offers.

Preliminary approval of a plat does not constitute acceptance by the city of the offer of dedication of any streets, sidewalks, parks, or other public facilities shown on a plat. Offers of dedication will be officially accepted with approval of the final plat. [Ord. 1020 § 1 (Att. A), 2022.]

19.05.055 Subdivision recording requirements.

When the city approves a final subdivision or final short subdivision, the applicant shall record the original signed final plat or final short plat with the Snohomish County auditor. The applicant will also furnish the city with one an electronic copy of the recorded documents, ~~and the Snohomish County assessor shall be furnished one paper copy.~~ [Ord. 1020 § 1 (Att. A), 2022.]

19.05.060 Alterations of subdivisions.

The purpose of this section is to establish an administrative procedure for processing revisions to approved development applications. For the purposes of this section, "approved development applications" include preliminary approvals for subdivisions, short subdivisions, and unit lot subdivisions, and final approvals issued prior to construction for all other development applications. The Designated Official shall make the final determination as to what constitutes a minor or major revision.

(A) Minor Revisions

(1) A minor revision to an approved residential development application is limited to the following when compared to the original approval; provided, that the proposed type of development or use shall not change:

(a) A short subdivision may be revised to add no more than one additional lot, and only when the maximum number of lots permitted in a short subdivision is not exceeded.

(b) Subdivisions, PRDs, Townhouses, and Multifamily Development. Revisions may increase the number of lots or units only to the lesser of:

(i) A ten percent increase in the number of lots or units; or

(ii) Ten additional lots or units, provided the increase does not exceed the maximum categorical exemption threshold established in GFMC 19.07.010.

(c) A reduction in the number of lots or units.

(d) A change in access points may be approved when combined with subsection (1)(a) or (1)(b), or as a standalone minor revision; provided, that the change does not alter trip distribution. Any change that alters trip distribution shall not be approved as a minor revision.

(e) Revisions to project boundaries necessary to correct surveying errors or similar boundary issues may be approved; provided, that the number of lots or units shall not exceed the maximum that could be approved as a minor revision to the original development application on the original project site.

(f) Revisions to internal lot lines may be approved provided they do not increase the number of lots or units beyond the amount allowed for a minor revision under this section.

(g) Designated Open Space Adjustments. A change to the aggregate area of designated open space may be approved if the amount is not reduced by more than ten percent. Under no circumstances may the quantity or quality of required designated open space be reduced below minimum code standards.

(h) Other Comparable Modifications. A modification not addressed in subsections (1)(a) through (1)(g) may be approved when it does not substantially alter the character of the approved development application, site plan, or prior approval.

(B) Major Revisions

(1) A major revision to an approved residential development application is limited to the following when compared to the original approval, provided the type of development or use does not change:

(a) Subdivisions, PRDs, Townhouses, and Multifamily Development may increase the number of lots or units only to the lesser of:

(i) Twenty percent of the original number of lots or units; or

(ii) Twenty additional lots or units, provided the increase does not exceed the maximum categorical exemption threshold established in GFMC 19.07.010.

(b) Access Revisions. Changes in access points, when combined with subsection (B)(1)(a), provided, that the change does not alter trip distribution. Any change that alters trip distribution shall not be approved as a minor revision.

(c) Revisions to project boundaries necessary to correct surveying errors or similar boundary issues may be approved; provided, that the number of lots or units shall not exceed the maximum that could be approved as a minor revision to the original development application on the original project site.

(d) Internal Lot Line Adjustments. Adjustments combined with another criterion under subsection (B)(1) that do not increase lots or units beyond the maximum allowed for a major revision.

(e) Designated Open Space Adjustments. Changes to the aggregate area of designated open space beyond minor revision allowances. Under no circumstances may the quantity or quality of required designated open space be reduced below minimum code standards.

(f) Other Comparable Modifications. Changes not addressed in subsections (B)(1)(a) through (B)(1)(e) that do not substantially alter the character of the approved development application, site plan, or prior approval.

(C) Minor Revisions to Approved Unit Lot Subdivision Applications.

(1) A minor revision to an approved unit lot subdivision application is limited to the following when compared to the original approval; provided, that the proposed type of development or use shall not change:

(a) Changes to the outer boundaries of the fee-simple unit lot subdivision, except for survey discrepancies.

(b) Changes to the dimensions of internal lot lines exceeding no more than two percent.

(c) Modifications to the conditions of preliminary unit lot subdivision approval.

(d) Adjustments to internal road alignments or connections that do not increase the number of lots.

(D) Application, Review, and Effect

(1) Minor and major revisions shall be processed as follows:

(a) Application. Submitted on forms approved by the Community Development Department. Applications requiring a variance to accomplish the requested change shall not be accepted as a minor or major revision. Revisions shall require processing through the same process as a new development application.

(b) Fees. Applications shall be accompanied by applicable fees based on the City's fee schedule or other applicable resolutions or ordinances.

(c) Public Notice. Minor revisions require notification of relevant city departments and agencies. Major revisions require public notice pursuant to Chapter 19.04B GFMC for a Type III permit.

(d) Applicable Regulations. Reviewed under development regulations in effect on the date the original application was determined complete.

(2) Approval Criteria.

(A) The Designated Official shall approve a minor revision if it does not substantially alter:

(1) The original development approval;

(2) Final conditions of approval; or

(3) Public health, safety, or welfare.

(B) The Designated Official or Hearing Examiner shall approve a major revision if it does not substantially alter:

(1) The original development approval;

(2) Final conditions of approval; or

(3) Public health, safety, or welfare.

(3) The city shall determine the public use and interest in the proposed alteration and may deny or approve the application for alteration. If any land within the alteration is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots, parcels, or tracts, or be levied equitably on the lots resulting from the alteration. If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, such land may be altered and divided equitably between adjacent properties.

(4) Effect on Approval Term. Minor or major revisions do not extend the term of the underlying approval or concurrency determination, which runs from the original date of:

(a) Preliminary approval for subdivisions, short subdivisions, or unit lot subdivisions; or

(b) Approval for all other residential development applications.

~~(A) If an applicant wishes to alter a subdivision or short subdivision or any portion thereof, except as provided in GPMC 19.05.065, that person shall submit an application to City Hall requesting the alteration. The application shall contain the signatures of all persons having an ownership interest in lots, tracts, parcels, sites or divisions within the subdivision or short subdivision or in that portion to be altered.~~

~~(B) The designated official shall have the authority to determine whether the proposed alteration constitutes a minor or major alteration. Major alterations are those which substantially change the basic design, density, open space, or other similar requirements or provisions.~~

~~(C) If the subdivision or short subdivision is subject to restrictive covenants, which were filed at the time of the approval, and the application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or short subdivision or any portion thereof.~~

~~(D) If the alteration is requested prior to final plat or final short plat review and signature, a minor alteration may be approved with consent of the designated official. A long plat or short plat major alteration shall require consent of the designated official as a Type II review for short subdivisions after public notice or the hearing examiner as a Type III review for subdivisions after public notice and a public hearing is held. Notice shall be provided of the application for a long plat or short plat alteration to all owners of property within the subdivision or short subdivision, all parties of record, and as was required by the original subdivision or short subdivision application. The designated official shall have the authority to determine whether the proposed alteration constitutes a minor or major alteration pursuant to subsection (B) of this section.~~

~~(E) If the alteration is requested after final plat or final short plat review and signature, but prior to filing the final plat or final short plat with Snohomish County, a plat or short plat alteration may be approved with consent of the designated official for short subdivisions as a Type II review or the city council for subdivisions as a Type V review. Upon receipt of an application for alteration, notice shall be provided of the application to all owners of property within the subdivision or short subdivision, all parties of record, and as was required by the original application. The notice shall establish a date for a public hearing.~~

~~(F) If the alteration is requested after filing the final plat or final short plat with Snohomish County, a minor plat alteration may be approved with consent of the designated official as a Type II review. If the designated official determines that the proposed alteration is a major alteration, pursuant to subsection (B) of this section, then the designated official may require replatting pursuant to this chapter. Upon receipt of an application for alteration, notice shall be provided of the application to all owners of property within the subdivision or short subdivision, all parties of record, and as was required by the subdivision or short subdivision plat application. The notice shall establish a date for a public hearing.~~

~~(G) The city shall determine the public use and interest in the proposed alteration and may deny or approve the application for alteration. If any land within the alteration is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots, parcels, or tracts, or be levied equitably on the lots resulting from the alteration. If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, such land may be altered and divided equitably between adjacent properties.~~

~~(H) After approval of the alteration, the city shall order the applicant to produce a revised drawing of the approved alteration of the subdivision or short subdivision, and after signature the final plat or final short plat shall be filed with Snohomish County to become the lawful plat or short plat of the property.~~

~~(I) This section shall not be construed as applying to the alteration or replatting of any plat or short plat of state-granted shore lands. [Ord. 1020 § 1 (Att. A), 2022.]~~

19.05.065 Vacations of subdivisions.

(A) Whenever an applicant wishes to vacate a subdivision or short subdivision or any portion thereof, that person shall file an application for vacation with City Hall. The application shall set forth the reasons for vacation and shall contain signatures of all parties having an ownership interest in that portion of the subdivision subject to vacation.

(B) If the development is subject to restrictive covenants which were filed at the time of the approval, and the application for vacation would result in a violation of a covenant, the application shall contain an agreement signed

by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the vacation of the subdivision or short subdivision or portion thereof.

(C) When the vacation application is specifically for a city street or road, the procedures for right-of-way vacation in Chapter [19.10](#) GFMC shall be followed for the street or road vacation. When the application is for the vacation of the plat or short plat together with the streets or roads, the procedure for vacation in this section shall be used, but vacations of streets may not be made that are prohibited under state law.

(D) Notice shall be given to all owners of property within the subdivision or short subdivision, to all property owners within 300 feet of short subdivision and subdivision boundaries, and to all applicable agencies. The designated official shall conduct a public meeting in the case of short subdivisions, and the city council shall conduct a public hearing on the application for a vacation. The application for vacation of a subdivision or short subdivision may be approved or denied after the city has determined the public use and interest to be served by the vacation. If any portion of the land contained in the proposed vacation was dedicated to the public for public use or benefit, such land, if not deeded to the city, shall be deeded to the city unless the city council sets forth findings that the public use would not be served in retaining title to those lands.

(E) Title to the vacated property shall vest with the rightful owner as shown in Snohomish County records. If the vacated land is land that was dedicated to the public, for public use other than a road or street, and the city council has found that retaining title to the land is not in the public interest, title thereto shall vest with the person or persons owning the property on each side thereof, as determined by the city council. When a road or street that is to be vacated was contained wholly within the subdivision or short subdivision and is part of the boundary of the subdivision or short subdivision, title to the vacated road or street shall vest with the owner or owners of property contained within the vacated subdivision.

(F) This section shall not be construed as applying to the vacation of any plat or short plat of state-granted shore lands. [Ord. 1020 § 1 (Att. A), 2022.]

Article III. Boundary Line Adjustments

19.05.200 Boundary line adjustments.

(A) Application Submittal. ~~Whenever it is proposed to adjust the boundary of an existing lot where no new lot is created, the applicant shall file with the city clerk a boundary line adjustment (BLA) application packet with the requirements as set forth in GFMC 19.04B.120, Application submittal.~~

~~(1) Application Documents. A boundary line adjustment application shall consist of the following documents: application form, legal descriptions of existing and adjusted lot, tract, parcel or building site, affidavit of ownership, vicinity map, boundary line adjustment certificate including proof of legal lot status, declaration of legal documentation, and proposed boundary line adjustment/survey map, consistent with the requirements as set forth in GFMC 19.04B.120, Application submittal.~~

~~(2) Application Fees. The applicant shall pay the required fees as set forth in the city's fee schedule or other applicable resolutions or ordinances when submitting the application.~~

(B) Procedure and Special Timing Requirements.

(1) Boundary line adjustments shall be approved, approved with conditions, or denied as follows:

(a) The city shall process the BLA as a Type I decision; and

(b) The BLA is exempt from notice provisions set forth in GFMC [19.04B.125](#).

(2) The city shall decide upon a BLA application within 45 days following submittal of a complete application or revision, unless the applicant consents to an extension of such time period.

(3) The designated official may deny a BLA application or void a BLA approval due to incorrect or incomplete submittal information.

(4) Multiple boundary line adjustments are allowed to be submitted under a single BLA application if: ~~(a) the~~ adjustments involve contiguous parcels.

~~(b) The application includes the signatures of every parcel owner involved in the adjustment; and~~

~~(c) The application is accompanied by a record of survey.~~

(5) The legal descriptions of the revised lots, tracts, or parcels shall be certified by a licensed surveyor or title company.

(6) A boundary line adjustment shall be not approved for any property for which an exemption to the subdivision provisions or an exemption to the short subdivision provisions has been exercised within the past five years.

(C) Decision Criteria. A boundary line adjustment is a Type I permit. In reviewing a proposed boundary line adjustment, the designated official shall use the following criteria for approval:

(1) The proposed BLA is consistent with applicable development restrictions and the requirements of this title, including but not limited to the general development standards of Chapter [19.06](#) GFMC and any conditions deriving from prior subdivision or short subdivision actions. The proposed BLA will also not create a lot below the required lot size or dimensions for its zone designation;

(2) The proposed BLA will not cause boundary lines to cross a UGA boundary, cross on-site sewage disposal systems, prevent adequate access to water supplies, or obstruct fire lanes;

(3) Boundary lines may not be adjusted between lots which have been created for tax purposes only;

(4) The proposed BLA shall not result in an increase in the potential number of dwelling units on lots, tracts, parcels or building site;

(35) The proposed BLA will not detrimentally affect access, access design, or other public safety and welfare concerns. The evaluation of detrimental effects may include review by the health district, the city engineer, or any other agency or department with expertise;

(46) The proposed BLA will not create new access which is inadequate, unsafe or detrimental to the existing road system because of sight distance, grade, road geometry, or other safety concerns, as determined by the city engineer. The BLA shall comply with the access provisions set forth in this title and the city of Granite Falls public works standards;

(57) When a BLA application is submitted concurrently with a Type I application pursuant to GFMC [19.04A.210](#) and frontage improvements are required for the area subject to the BLA and the concurrent application, the improvements must be agreed to prior to approval of the BLA;

(68) If within an approved subdivision or short subdivision, the proposed BLA will not violate conditions of approval of that subdivision or short subdivision;

(79) The proposed BLA will not cause any lot that conforms with lot area or lot width requirements to become substandard;

(810) The proposed BLA may increase the nonconformity of lots that are substandard as to lot area and/or lot width requirements; provided, that the proposed BLA satisfies the other requirements of this chapter;

(911) The proposed BLA will not result in lots with less than 1,000 square feet of an accessible area suitable for construction when such area existed before the adjustment. This requirement shall not apply to lots that are zoned commercial or industrial;

~~(1012)~~ "Merged lots" means if two or more substandard lots or a combination of lots or substandard lots and portions of lots or substandard lots are contiguous and a structure is constructed on or across the lot line(s), which makes the lots contiguous, then the lands involved shall be merged and considered to be a single undivided parcel. No portion of said parcel shall be used, altered or sold in any manner which diminishes compliance with lot area and width requirements, nor shall any division be made which creates a lot with a width or area below the minimum requirements permitted by this chapter.

~~(D) Design Standards – Access. If proposed lots within a BLA result in reduced public road frontage and/or changes in access, the designated official may require verification that all lots have safe access points. In such cases, the applicant shall stake approximate proposed access points and property lines along the public road frontage within five days of receipt of a request by the city to do so. Existing Structures - When boundary line adjustments are submitted proposing the adjustment of lines with existing structures, the existing structures shall be required to comply with all zoning code requirements including, but not limited to, such things as setback, parking, height, landscaping and access requirements as a condition of boundary line adjustment approval. The applicant shall be required to submit a site plan showing that all of these requirements can be met prior to approval.~~

(E) Information for recording - After the city has given the applicant approval, the applicant shall submit the original map prepared by a registered land surveyor having a trimmed size of 18 inches by 24 inches. The original map shall be accompanied with original signatures of all parties of interest.

(1) Information required on the map shall include:

- (a) The date, scale and north arrow;
- (b) Boundary lines (both present and revised), right-of-way for streets, easements and property lines of lots, tracts, parcels or sites, with accurate bearings, dimensions or angles and arcs, and central angles of all curves;
- (c) Names and right-of-way widths of all streets;
- (d) The survey must indicate that all lot corners are staked.
- (e) Number of each lot, tract, parcel or building site and each block;
- (f) Description of private covenants and special restrictions;
- (g) Location, dimensions and purpose of any easements;
- (h) Location and description of monuments and lot, tract, parcel or building site corners set and found;
- (i) If required to define flood elevations or other features relative to the lot, then datum elevations and primary control points approved by the city. Descriptions and ties to all control points will be shown with dimensions, angles and bearings;
- (j) Designation by phantom letters of the lot(s), tracts, parcels or building sites existing prior to the boundary line adjustment, and designation by solid letters of the proposed lots, tracts, parcels or building sites;
- (k) Special setback lines when different from city's zoning code;
- (l) A dedicatory statement acknowledging any public or private dedications, donations or grants;
- (m) Location of existing structures, utilities, setbacks, encroachments and area of all lots, tracts, parcels or building sites after adjustment;
- (n) The file number of the boundary line adjustment must be on the boundary line adjustment/survey map.

(2) Certificates.

(a) Examined, found to be in conformity with applicable zoning and other land use controls, and approved this ____ day of _____, 20__.

Community Development/Planning Director

(b) I hereby certify that this boundary line adjustment is based upon an actual survey and subdivision of Section ____ Township ____ North, Range ____ EWM; that the distances, courses and angles are shown thereon correctly; that the monuments shall be set and lot corners shall be staked correctly on the ground, that I fully complied with the provisions of the state and local statutes and regulations governing surveying.

Licensed Land Surveyor

(Seal)

(C) I hereby certify that all state and county taxes heretofore levied against the property described herein, according to the books and records of my office, have been fully paid and discharged, including ____ taxes.

Treasurer, Snohomish County

(d) Filed for record at the request of ____ this ____ day of ____, 20__, at ____ minutes past ____ m, and recorded in Vol. ____ of Plats, page ____, records of Snohomish County, Washington.

Auditor, Snohomish County

(3) Vicinity Map. A vicinity map clearly identifying the location of the property shall be submitted.

(4) Legal Descriptions. All boundary line adjustment application submittals shall include legal descriptions of the existing and proposed lots, tracts, parcels or building sites. All legal descriptions must be prepared by a licensed surveyor in the state of Washington, attorney, or title company.

(5) Affidavit of Ownership. All boundary line adjustment application submittals shall be accompanied by a notarized signature of the owner, or owners, of the property subject to the boundary line adjustment. Those signing as owners must conform to those designated as owners in the boundary line adjustment certificate. The recording number of the boundary line adjustment/survey map shall be on the affidavit of ownership form.

(6) Declaration of Legal Documentation. All boundary line adjustment application submittals shall be accompanied by a notarized statement containing:

(a) The signatures of owner, or owners, of the property subject to the boundary line adjustment, declaring that they are solely responsible for securing and executing all necessary legal advice or assistance concerning the legal documents necessary to transfer title to those portions of the properties involved in the boundary line adjustment; and

(b) A declaration that the legal documents necessary to transfer title to the property in question have been prepared and executed so that, upon the recording of the boundary line adjustment, the title to the properties will accurately reflect the new configuration resulting from the boundary line adjustment as approved by the city.

(7) Boundary Line Adjustment Certificate. All boundary line adjustment application submittals shall be accompanied by a boundary line adjustment certificate current to within 30 days of date submitted from a title company that certifies the following:

(a) The legal description of all lots, parcels, tracts or building sites to be adjusted; and

(b) The names of the owners of any lots, tracts, parcels or building sites to be adjusted; and

(c) Any easements, restrictions or covenants affecting the property to be adjusted, with a description of such easements, restrictions and covenants.

(F) Recording with Auditor. When the boundary line adjustment proposed for recording has been signed by the City, and the applicant has complied with all of the requirements of this title and state law, then the applicant shall record the original boundary line adjustment/survey map and the original affidavit of ownership with the county auditor. The applicant will also furnish the city with one digital of the recorded boundary line adjustment/survey map. After this has been done and the boundary line adjustment has been properly recorded, the boundary line adjustment will become valid. The applicant is responsible for recording the boundary line adjustment and paying all associated recording fees. It shall be a violation of this title for anyone to record a boundary line adjustment which does not bear the verification of approval as defined by this title.

(G) Correcting Errors on an Approved BLA. Typographical errors in recorded legal descriptions or minor discrepancies on recorded BLA maps may be corrected by filing an affidavit of correction of boundary line adjustment with the city clerk. The affidavit shall be on a form supplied by the city clerk. The designated official shall review the affidavit for compliance with applicable code provisions. If approved, the applicant shall record the affidavit with the Snohomish County auditor within 45 days. Immediately after recording, copies of the recorded affidavit of correction shall be provided to the city clerk by the applicant. [Ord. 1020 § 1 (Att. A), 2022.]

~~Correcting Errors on an Approved BLA. Typographical errors in recorded legal descriptions or minor discrepancies on recorded BLA maps may be corrected by filing an affidavit of correction of boundary line adjustment with the city clerk. The affidavit shall be on a form supplied by the city clerk. The designated official shall review the affidavit for compliance with applicable code provisions. If approved, the applicant shall record the affidavit with the Snohomish County auditor within 45 days. Immediately after recording, copies of the recorded affidavit of correction shall be provided to the city clerk by the applicant. [Ord. 1020 § 1 (Att. A), 2022.]~~

19.05.310 Fee Simple Unit lot subdivisions.

(A) Purpose. The purpose of this section is to allow subdivision of certain housing types where subdivision is not otherwise possible due to conflicts between characteristics of the development type and applicable dimensional standards in Chapter 19.06 GPMC. In such cases, the unit lot subdivision process provides opportunities for fee simple ownership of land as an alternative to condominium ownership. The purpose is to also allow for the creation of lots for the individual ownership of these types of housing units while applying only those site development standards applicable to the parent parcel(s) as a whole, established in GPMC Title 19.03 Zoning. Unit lot subdivision applies the dimensional standards to the overall site, the “parent lot,” while allowing flexibility in the dimensional standards for the subordinate “unit lots.” This section is not intended to permit uses or densities that are not otherwise allowed in the land use designations in which a unit lot subdivision is proposed.

(B) Administrative Deviation from Dimensional Standards. The overall development on the parent lot proposed for subdivision shall maintain consistency with the development standards applicable to the land use designation and the land use type at the time the application is vested, as specified by the applicable code provisions and this section. Subsequent additions or modification to the structure(s) shall not create any nonconformity of the parent lot. Administrative deviation from setback, lot width, hard surface coverage, and lot area standards in Chapter 19.03 GPMC may be approved for individual unit lots through a unit lot subdivision, subject to any limitations in this section. Structures on unit lots and structures divided by unit lots that conform to a recorded unit lot subdivision shall not be considered nonconforming under GPMC 19.06.140.

~~(C) Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.~~

~~(D)~~ Unit Lot Subdivision does not allow separate ownership of stacked unit(s). However, a condominium and unit lot subdivision can be combined in cases where a unit lot has stacked units and separate unit ownership is desired.

~~(E)~~ Unit lot subdivisions and subsequent platting actions, additions or modifications to the structure(s) may not create or increase any nonconformity of the parent lot.

~~(F)~~ Approval Process. Unit lot subdivisions of nine or fewer lots shall be processed in the same manner as short plats pursuant to the associated permit type in Chapters 19.04A and 19.04B GPMC. Unit lot subdivisions of 10 or more lots shall be processed as plats pursuant to the associated permit types in Chapters 19.04A and 19.04B GPMC. A unit lot subdivision may be processed concurrently with an underlying standard subdivision.

~~(G)~~ Approval Criteria. In addition to any other standards and approval criteria applicable to a unit lot subdivision proposal, including but not limited to criteria in Chapters 19.03, 19.04C, and 19.04D GPMC, proposals shall be subject to the following:

(1) Each unit lot shall have individual sewer service, water service, and a power meter specific to that unit.

(2) Private usable open space of at least 400 square feet, exclusive of required parking, shall be provided for each dwelling unit on the same unit lot as the dwelling unit it serves. Such areas shall have a minimum dimension of 15 feet and shall be usable.

(3) Parking shall be calculated and designed for each lot in compliance with Chapter 19.06 GPMC, although parking required for a dwelling may be provided on a different lot or tract within the parent lot as long as the right to use that parking is formalized by an easement declared on the plat. Where parking for detached single-family buildings is provided on a different lot or tract, parking allowances for detached single-family residences in Chapter 19.06 GPMC, including tandem parking and backing into a street, shall not apply.

(4) Private access drives are allowed to provide access to dwellings and off-street parking areas within a unit lot subdivision. Access, joint use and maintenance agreements shall be executed for use of common garage or parking areas, common open area and other similar features, as recorded with Snohomish County.

(5) Access and utility easements, joint use and maintenance agreements, and covenants, conditions, and restrictions identifying the rights and responsibilities of property owners and/or the homeowners' association shall be executed for use and maintenance of common garage, parking, and vehicle access areas; drainage facilities; underground utilities; common open space (such as common courtyard open space); exterior building facades and roofs; and other similar features, and shall be recorded with the Snohomish County auditor.

(6) Subdivision of common wall or zero lot line development such as townhouses shall provide a five-foot-wide building maintenance easement for external walls, eaves, chimneys, and other architectural features that rest directly on the lot line. The maintenance easement shall be shown on the face of the plat.

(7) The application for unit lot subdivisions shall include a detailed, scaled site plan with building footprints. Adequate information shall be provided to determine compliance with all applicable criteria.

(8) Portions of the parent lot not subdivided for unit lots shall be identified as tracts and owned in common by the -owners of the unit lots.

(9) All buildings shall meet all applicable provisions set forth in GFMC Title 15.02.

~~(HG)- The plat recorded with the Snohomish County auditor for a unit lot subdivision is required to include the following in addition to the requirements in Chapter 19.05.010 GFMC, Subdivisions: Notes shall be placed on the plat recorded with the county auditor's office to acknowledge the following:~~

~~(1) A title that includes "Unit lot subdivision."~~

~~(2) Access easements, joint use and maintenance agreements, and covenants, conditions, and restrictions identifying the rights and responsibilities of property owners and/or the homeowners' association for use and maintenance of common areas, including garages, parking, vehicle access, and open space.~~

~~(3) Note all conditions of approval.~~

~~(4) Notes to acknowledge the following:~~

~~(1a) Approval of the unit lot subdivision was based on the review design and layout of the development plan was granted by the review of the development, as a whole, on the parent lot and unit lots are not buildable lots independent of the overall development; (including the subject project file number if applicable);~~

~~(2b) Subsequent platting actions, additions or modifications to the structure(s) may not create or increase any nonconformity of the parent lot as a whole, and shall conform to the approved development site plan;~~

~~(3c) If a structure or portion of a structure has been damaged or destroyed, any repair, reconstruction or replacement of the structure(s) shall conform to the approved site development plan;~~

~~(4d) Additional development of the individual unit lots may be limited due to the development standards that the parent lot is subject to;~~

~~(e) Individual unit lots are not separate buildable sites and additional development may be limited; and The unit lot is not a separate buildable lot and that development of the individual unit lots, including but not limited to reconstruction, remodel, maintenance, and addition, may be limited as a result of the application of development standards to the parent lot.~~

~~(H) Prior to recordation of the unit lot subdivision map, any existing structures shall be modified to meet current building and fire code requirements related to proximity, abutment, or intersection with newly-proposed property lines.~~

19.06.010 Density and dimension.

(A) Purpose. The purpose of this chapter is to establish dimensional standards for development. These standards are established to provide flexibility in project design and promote high-quality development within the city.

~~(B) Density Standards. All residential density provisions are herein expressed in terms of minimum lot size based on the densities adopted in the comprehensive plan.~~ (B) Density Standards. All residential density provisions are herein expressed in terms of minimum lot size based on the densities adopted in the comprehensive plan. Minimum and maximum densities can be found in GFMC 19.03.

~~(1) Density bonuses in accordance with planned residential developments shall be authorized in approvals as described in Chapter 19.05 GFMC.~~

~~(2) Stormwater features, roads, and critical areas (exclusive of buffers), are not included in density calculations.~~

~~4.-~~

~~(EC)~~ General Development Standards.

(1) Existing Lot – Single-Family Dwelling Permitted. In any zone that permits a single-family dwelling unit, a single-family dwelling unit and permitted accessory structures may be constructed or enlarged on one lot

which cannot satisfy the density requirements of the zone where the lot was legally created prior to the effective date of this regulation. This section shall not waive the requirements for setbacks and height of the zone in which the lot is located.

(2) Combining Lots – Interior Yard Setback Exception. Where two or more lots are used as a building site and where principal buildings cross lot lines, interior yard setbacks shall not be required from those lot lines crossed by the principal building.

(3) Legally Created Lots – Development Permitted Proof.

(a) Development shall be permitted only on legally created lots.

(b) To establish that a lot has been legally created, the applicant must provide one of the following:

(i) A copy of formal plat, short plat, or large lot subdivision approved by Granite Falls separately describing the lot.

(ii) A copy of the boundary line adjustment or lot combination separately describing the lot.

(iii) Documentation that the creation of the lot was exempt from the provisions of the subdivision title.

(iv) A deed, contract of sale, mortgage, recorded survey, or tax segregation that separately describes the lot.

(c) Pipestem (Flag) Lots. Pipestem (flag) lots are allowed in the R-2.3, R-9,600 and R-7,200 zones. Pipestem (flag) lots may be approved subject to the criteria provided in this code.

(d) Bulkheads and Retaining Walls. Any structure constructed and erected between lands of different elevations used to resist the lateral displacement of any material, control erosion, or protect structures may be placed within required setbacks to a maximum height of six feet, provided all applicable site distance requirements are met.

(4) Development Standards for All Pipestem (Flag) Lots. All pipestem (flag) lots, irrespective of when platted, shall meet the following standards, subject to site plan review:

(a) All development of principal residences, accessory dwellings, garages, sheds, and other structures shall be built within the required setbacks.

(b) The “building area” within the setbacks shall be large enough to accommodate a 40-foot-diameter building circle to ensure that the shape of the lot is adequate to support development that results in attractive, usable open spaces.

(c) The perimeter treatment of the lot including the driveway portion may include fencing or landscaping to screen the development from adjacent properties.

(d) The maximum length of a “flag” shall be 200 feet.

(5) Sanitary Sewer Connection. All new developments requiring sanitary sewer facilities must connect to a public sewer system if the system is within 200 feet of the property line. If not within 200 feet, the development must connect at the time that public sewer becomes available to any property served by a private sewage disposal system. This connection must be made within 90 days of sewer availability.

Any existing septic system that fails to meet Snohomish health district standards must be repaired or replaced within 90 days of failure.

(6) Stormwater Drainage and Water Quality. All development shall comply with the Department of Ecology’s 2005 Stormwater Management Manual for Western Washington and revisions thereto. [Ord. 905 § 1 (Att. A), 2016; Ord. 740 § 1 (Exh. A), 2007.]

19.06.015 Calculations – Allowable dwelling units

Permitted number of dwelling units or lots shall be determined as follows:

(A) Dwelling Units/Lots or Units per Acre. The allowed dwelling units or lots per acre is calculated as follows:

(1) Step 1: Calculate the net acreage by using the “net project area” definition in GFMC 19.06.010, “N” definitions.

(2) Step 2: Multiply the net acreage by the units or lots per acre allowed by the underlying zone as set forth in GFMC 19.03.

(3) Step 3: When calculations result in a fraction, the fraction shall be rounded to the nearest whole number as follows:

- (i) Fractions of 0.50 or above shall be rounded up; and
- (ii) Fractions below 0.50 shall be rounded down.

(B) The provisions in subsection (A) of this section apply to lots to be subdivided. Existing, legal lots under GFMC 19.04D.065 and reasonable use lots under GFMC 19.07.020(D) are not subject to the calculation above.

19.06.020 Landscaping and screening.

(A) Purpose. The city recognizes the ecological, aesthetic, and economic value that landscaping offers and requires its use to: The purpose of this section is to establish standards for landscaping and screening, to maintain or replace existing vegetation, provide physical and visual buffers between differing land uses, lessen environmental and improve aesthetic impacts of development and to enhance the overall appearance of the city. Notwithstanding any other provision of this chapter, trees and shrubs planted pursuant to the provisions of this chapter shall be types and ultimate sizes at maturity that will not impair scenic vistas.

- (1) Promote the distinct character, quality of life, and pattern of development desired by the community, as expressed in the city's comprehensive plan;
- (2) Maintain and protect property values;
- (3) Enhance the visual appearance of the city;
- (4) Ensure compatibility of new development with surrounding properties;
- (5) Provide visual relief from large expanses of parking areas and reduce the perceived scale of buildings;
- (6) Establish physical separation between residential and nonresidential areas;
- (7) Create visual screens and buffers to provide transitions between differing land uses;
- (8) Preserve and enhance the Granite Falls urban forest;
- (9) Preserve and integrate existing vegetation and significant trees into site design; and
- (10) Reduce stormwater runoff pollution, temperature, and volume.

(B) Applicability. The standards set forth in this section shall apply to: The provisions of this section apply to all uses of land subject to site plan or architectural design review, the construction or placement of any duplex or multifamily structure containing three or more attached dwelling units, any new subdivision or manufactured/mobile home park, and the construction or expansion of any commercial or industrial structure or associated parking facility, provided, that specific landscaping provisions for uses established through a conditional use permit shall be determined during the applicable review process.

- (1) All uses of land which are subject to site plan or architectural design review;
- (2) The construction or location of any duplex, triplex, or multifamily structure of four or more attached dwelling units;
- (3) Any new subdivision or manufactured/mobile home park;
- (4) The construction or expansion of any commercial structure or parking facility;
- (5) The construction or expansion of any industrial structure or parking facility.

(C) Landscape Plan submittal requirements. A plan of the proposed landscaping and screening of projects subject to this section shall be provided as part of the application and shall contain the following:

- (1) The footprint of all structures;
- (2) All parking areas and driveways;

(3) All pedestrian areas, including sidewalks and walkways;

(4) The location, height, and materials for proposed fences and walls;

(5) Identification of existing trees and tree canopies;

(6) The common and scientific names and diameter or size of all plant materials proposed;

(2) Identification of significant trees and vegetation to remain;

(3) New landscaping – location, species, diameter or size of materials using both botanical and common names. Drawings shall reflect the ultimate size of plant materials;

(47) Identification of tree protection techniques; and

(8) Location of all overhead utility and/or communication lines and street signs.

(D)(5) Alternative Landscaping Plans. The city-designated official may authorize the following alternative landscape options to protect public safety, on-site critical areas and associated buffers and to accommodate unique or historical features of the site modification of the landscape requirements only if they accomplish equal or better levels of screening, when alternative plans comply with the intent of this chapter, and/or:

Plans. The city may authorize modification of the landscape requirements when alternative plans comply with the intent of this chapter and:

(a1) The proposed landscaping represents a superior result than that which would be achieved by strictly following requirements of this section; or

(b2) The alternative plan incorporates the increased retention of significant trees and naturally occurring undergrowth; or

(c3) The alternative plan incorporates unique, historic or architectural features such as plazas, courts, fountains, trellises, or sculptures.

(4) An existing structure precludes installation of the total amount of required site perimeter landscaping, such landscaping material shall be incorporated on another portion of the site;

(5) Existing conditions on or adjacent to the site, such as significant topographic differences, vegetation, structures or utilities, would render application of this chapter ineffective or result in scenic view obstruction;

(6) The width of any required perimeter landscaping may be averaged, provided the minimum width is not less than five feet.

(d) The landscape plan shall be prepared by a professional landscape designer. The applicant must demonstrate expertise in landscape design in order to qualify/prepare landscape plans. This requires the submittal of a resume, and a list of recent project experience.

(D) Preservation of Significant Trees and Vegetation.

(1) The city of Granite Falls shall assume jurisdiction and implementation of the Class IV Forest Practices Act as defined by the Washington State Department of Natural Resources (DNR).

(2) Significant trees, which include evergreen and/or deciduous trees, excluding Alders or Cottonwoods, 10 inches in diameter or greater measured at a point four and one-half feet above existing grade, shall be retained as follows:

(a) Perimeter landscaped areas that do not constitute a safety hazard shall be retained.

(b) At the discretion of the designated official, the applicant shall be required to hire a certified arborist to evaluate trees proposed for retention, including those located within Native Growth Protection Area (NGPA) tracts (specifically along the fringes) or other areas as identified. The arborist shall make a written recommendation to the planning department with regard to the treatment of the treed area. In the event of an immediate hazard, this requirement shall be waived.

(c) To provide the best protection for significant trees or areas of native vegetation designated as landscape buffer during the construction stage, a temporary five-foot-high, orange clearing limits construction fence shall be erected in a line generally corresponding to the dripline of any significant

tree to be retained, or five-feet wide around native vegetation to be retained. Clearing, grading or contour alteration is not permitted within this no construction zone unless a qualified arborist certifies that proposed construction activity within the zone will not harm existing vegetation. All such fencing shall be installed and inspected by the community development department prior to commencement of site work.

(d) At the discretion and approval of designated official, where it is not feasible and/or desirable to retain the significant trees, the applicant may propose a planting plan on an alternative site or area, or payment into the city tree fund, that provides effective replacement of the functions and/or value lost through removal of the significant trees.

(e) Significant trees removed shall be replaced at a ratio of one replacement tree for every significant tree removed. The type, species, and location of the replacement trees shall be subject to approval by the designated official. Replacement deciduous trees shall be a minimum of two inches in diameter measured at a point two feet above the existing ground at the time of planting. Conifer replacement trees shall be a minimum of six feet in height at the time of planting.

(f) The Designated Official may authorize the exclusion of any tree which for reasons of health, age or site development is not desirable to retain.

(g) The Designated Official may also determine a tree to be significant due to the uniqueness of the species or to protect a wildlife habitat.

(3) If the grade level adjoining a tree to be retained is altered such that the tree might be endangered, then a dry rock wall or rock well shall be constructed around the tree. The diameter of this wall or well must be approximately the diameter of the "drip line" of the tree.

(4) Impervious Hard surface or compactible surfaces within the area defined by the drip line of any tree to be retained may be permitted if a qualified arborist certifies that such activities will not endanger the tree or trees.

(5) Retention of other existing vegetation that is equal to or better than available nursery stock is strongly encouraged.

(6) Significant trees located within a designated critical area or its associated buffer shall not be removed except where the tree poses an immediate and demonstrable threat to public safety, private property, or existing structures. In such cases, removal shall not occur without prior written approval from the designated official.

(E) Requirements for Residential Developments.

(1) Perimeter Areas. Notwithstanding other regulations found in this chapter, perimeter areas not covered with buildings, driveways, parking and loading areas, or other hard surface coverage shall be landscaped. Areas to be landscaped shall be covered with live plant materials which will ultimately cover 75 percent of the ground area within three years. One deciduous tree a minimum of two-inch caliper or one six-foot evergreen or three shrubs which should attain a height of three and one-half feet within three years shall be provided for every 500 square feet of the area to be landscaped. Vegetation utilized in low impact development facilities shall count toward landscaping perimeter requirements as approved by the designated official.

(F) Requirements for Commercial and Industrial Uses.

(1) Perimeter Areas. Perimeter areas not covered with buildings, driveways and parking and loading areas shall be landscaped. Areas to be landscaped shall be covered with live plant materials which will ultimately cover 75 percent of the ground area within three years. One deciduous tree a minimum of two-inch caliper or one six-foot evergreen or three shrubs which should attain a height of three and one-half feet within three years shall be provided for every 500 square feet of the area to be landscaped. Vegetation utilized in low impact development facilities shall count toward landscaping perimeter requirements as approved by the designated official.

(2) Buffer Areas. Where a development subject to these standards is contiguous to a residential zoning district or areas of residential development, then the required perimeter area shall be landscaped the full width of the setback areas as follows:

(a) A solid screen of evergreen trees or shrubs; or

~~(b) A solid screen of evergreen trees and shrubs planted on an earthen berm an average of three feet high; or~~

~~(c) A combination of trees or shrubs and fencing where the amount of fence does not exceed 50 percent of the linear distance of the buffer, planted so that the ground will be covered within three years.~~

~~(3) Street Frontages.~~

~~(a) All street frontages shall include street trees planted no further apart than 30 feet.~~

~~(b) If due to the required location of driveways or utilities or topography prohibits the planting of street trees 30 feet on center then the designated official may approve street trees closer than 30 feet on center or the grouping of trees on site that achieves the same total tree count as would have been achieved with trees 30 feet on center.~~

~~(c) Vegetation utilized in low impact development facilities may count toward street frontage requirements subject to approval by the designated official.~~

~~(d) Street trees shall be a minimum caliper of two inches and be a species approved by the city and installed to city standards. Planter boxes shall be maintained by the property owners and shall be of a type approved by the city.~~

(F) Description of Screens and Landscape Types.

The following four basic types of landscaping are hereby established and are used as the basis for requirements outlined in Table 1. Compliance for vegetative screens shall be based on the average mature height and foliage density of the species, or on field observation of existing vegetation.

(1) Type I – Opaque Screen. An opaque screen shall be provided from the ground to a minimum height of six feet, with intermittent visual obstructions extending from the opaque portion to a minimum height of 20 feet. The purpose of a Type I screen is to exclude visual contact between incompatible uses and create a strong impression of spatial separation. The screen may include use of a landscaped earth berm, planted vegetation, or existing vegetation. The opaque portion shall remain opaque in all seasons. Intermittent visual obstructions shall not contain openings greater than ten feet in width at maturity. Deciduous plants may be used in the intermittent visual obstruction zone.

(2) Type II – Semi-Opaque Screen. A semi-opaque screen shall be opaque from the ground to a minimum height of three feet, with intermittent visual obstructions extending from above the opaque portion to a minimum height of 20 feet. The purpose of a Type II screen is to partially block visual contact between uses while maintaining the perception of spatial separation. The screen may include use of a landscaped earth berm, planted vegetation, or existing vegetation. Intermittent visual obstructions shall not contain openings greater than ten feet in width at maturity. Deciduous plants may be used in the intermittent visual obstruction zone.

(3) Type III – Broken Screen. A broken screen shall consist of intermittent visual obstructions from the ground to a minimum height of 20 feet. The purpose of a Type III screen is to create the perception of separation between spaces without fully obstructing visual contact. The screen may include use of a landscaped earth berm, planted vegetation, or existing vegetation. Deciduous plants may be incorporated.

(4) Type IV – Retention/Detention Pond Landscaping. Landscaping shall provide visual relief by reducing sight lines visible from public rights-of-way. Landscaping shall include all visible perimeter areas, including side slopes and benches, adjacent to the right-of-way. Planting areas shall have a minimum width of five feet along the right-of-way and may contain no more than 30 percent deciduous plantings to maintain pond function and reduce maintenance requirements. Landscaped areas shall be located outside of walls or fences, except for side slopes or benches within fenced areas.

The designated official may interpret these screening and landscaping requirements with some flexibility. Due to the wide variety of developments and the relationships between them, it is neither possible nor prudent to establish inflexible screening requirements. Therefore, the designated official may employ minor administrative

deviations to allow less intensive screening, or more intensive screening, whenever such deviations are more likely to satisfy the intent of this section.

(G) Required Buffers and Screening

Table 1

<u>Proposed Use</u>	<u>Adjacent Use</u>	<u>Width of Buffer</u>	<u>Type of Buffer</u>
<u>Commercial</u>	<u>Property designated residential by the Granite Falls comprehensive plan</u>	<u>15 feet</u>	<u>Type I (1)</u>
<u>Commercial, industrial, multifamily and business park parking areas and drive aisles</u>	<u>Public right-of-way and private access roads</u>	<u>10 feet</u>	<u>Type III</u>
<u>Residential or Industrial</u>	<u>Hwy 92/Quarry Road</u>	<u>See Section H of this chapter</u>	
<u>Industrial and business parks</u>	<u>Property designated residential by the Granite Falls comprehensive plan</u>	<u>25 feet</u>	<u>Type I (1)</u>
<u>Apartment, townhouse, or group residence</u>	<u>Property designated low density by the Granite Falls comprehensive plan</u>	<u>10 feet</u>	<u>Type I (1)</u>
<u>Storm water management facility</u>	-	<u>5 feet</u>	<u>Type IV (2)</u>
<u>Dumpster enclosure, waste area or above ground utility boxes</u>	-	<u>5 feet</u>	<u>Type I</u>
<u>WCF and/or base station not in ROW</u>	<u>Property designated residential by the Granite Falls comprehensive plan</u>	<u>10 feet</u>	<u>Type I (1)</u>

(1) Plus a six-foot sight-obscuring fence or wall.

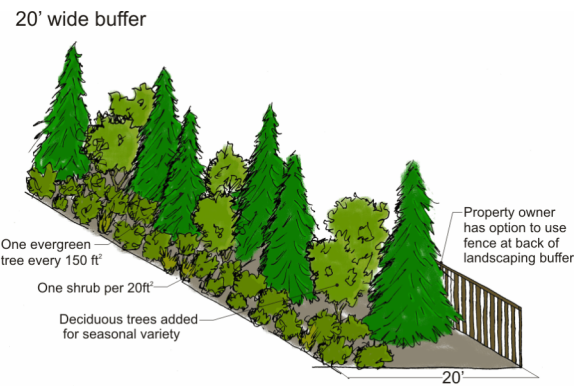
(2) Dual use retention/detention facilities designed with emphasis as a recreation area, not a storm water control structure, are exempt from the screening requirements.

(H) Highway 92/Quarry Road Landscaping

All properties adjoining Highway 92/Quarry Road shall provide and maintain a landscape buffer with a minimum width of twenty (20) feet along the property line abutting Highway 92/Quarry Road. The buffer area shall be located between any fencing and the highway right-of-way and designed to create a dense visual screen in accordance with the following standards:

- (1) Property owners are encouraged to preserve existing native and noninvasive vegetation to meet screening objectives. Credit may be granted for retained trees and shrubs based on species, size, and effectiveness in screening.
- (2) The landscaping plan shall be prepared by a licensed landscape architect or Washington-certified professional horticulturalist.
- (3) Evergreen trees shall be provided at a rate of one (1) tree per one hundred fifty (150) square feet of buffer area. Each tree shall be at least eight (8) feet in height at the time of planting and capable of achieving a minimum branching width of eight (8) feet within five (5) years. Multiple evergreen species shall be incorporated to promote long-term health and visual interest.

- (4) Deciduous trees, such as vine maples or similar species, shall be integrated into the buffer design to provide seasonal variety. Deciduous trees shall have a minimum caliper of one (1) inch at planting.
- (5) Shrubs shall be installed at a minimum rate of one (1) shrub per twenty (20) square feet of landscaped area. At least fifty percent (50%) of shrubs shall be evergreen, and a minimum of twenty-five percent (25%) shall be deciduous. Shrubs shall be a minimum of sixteen (16) inches tall at planting and attain a mature height between three (3) and four (4) feet.
- (6) Ground cover shall be planted to achieve complete coverage within three (3) years using the following minimum spacing:
 - (a) Four-inch pots at 18 inches on center.
 - (b) One-gallon or greater sized containers at 24 inches on center.



20-foot landscape buffer

- (7) All new plant materials shall consist of drought-tolerant species native to, or naturalized within, the coastal region of the Pacific Northwest. Only noninvasive species shall be used.
- (8) Fences are optional, but may not be placed within the landscape buffer.
- (9) Exceptions. The City may approve alternatives to the above standards if it determines the proposed design meets long-term screening and aesthetic objectives. Exceptions may include:
 - (a) The property owner/developer may, with WSDOT approval, locate a portion of the buffer within the state right-of-way, provided that a minimum of ten (10) feet of buffer remains on private property. The property owner/developer shall maintain the entire buffer area, including any portion on WSDOT property.
 - (b) Under some circumstances, it may be desirable to leave portions of the highway unscreened. With city approval, the required trees may be grouped to provide views of desired features, such as parks or mountains.
 - (c) The City may consider alternative designs that provide equivalent or superior long-term screening and visual enhancement along the Highway 92 corridor.

~~(G)~~ **(G) Parking Lot Landscaping and Screening.** The standards of this section shall apply to all public and private parking lots and parking areas providing spaces for 10 or more cars.

- (1) Parking areas or outdoor storage areas fronting on a street right-of-way shall provide a landscaped buffer, in accordance with GPMC 19.06.020, Table 1, along the entire street frontage except for driveways; provided, that the plantings shall not obstruct the sight distance at street intersections.
- ~~(1) Perimeter Landscaping. In order to soften the visual effects or separate one parking area from another or from other uses, the following standards apply:~~
 - ~~(a) Adjacent to a street or road, the minimum width shall be 10 feet wide. On all other perimeters the depth shall be a minimum of five feet. Where parking areas are bordered by more than one street, the landscape strip shall apply to both.~~
 - ~~(b) Visual screening through one or any combination of the following methods is required:~~
 - ~~(i) Planting of living ground cover as well as shrubs or trees which will form a solid vegetative screen at least three feet in height; or~~

~~(ii) A fence or wall at least three feet high combined with low planting or wall-clinging plant materials. Materials should be complementary to building design; or~~

~~(iii) Earth mounding or berms having a minimum height of three feet and planted with shrubs and trees.~~

~~(€2) In order to protect vision clearances, areas around driveways and other access points are not required to comply with the full screening height standards. The specific horizontal distance exempt from this standard shall be 20 feet.~~

~~(3) Planted areas adjacent to pedestrian walkways and sidewalks shall be maintained, or plant material chosen, to maintain a clear zone so as not to impede safe pedestrian use and vision clearances.~~

~~(4) No parking space shall be located more than 40 feet from a landscaped area;~~

~~(5) All individual planting areas within parking lots shall be planted with at least one tree, be no less than five feet in width and 100 square feet, and shall include shrubs and ground cover. The distribution of plants shall be adequate to ultimately achieve 75 percent ground coverage within three years after planting.~~

~~(6) Landscaped areas shall be protected from vehicle damage by installation of six-inch protective curbing. Wheel stops may be substituted when needed to allow for stormwater runoff.~~

~~(2) Interior Small Parking Lot Landscaping. All parking lots that contain between 10 parking spaces and 20 parking spaces or are between 3,600 square feet and 6,000 square feet shall contain trees in interior parking landscape areas at intervals no greater than 30 feet in planting beds.~~

~~(3) Interior Medium Size Parking Lot Landscaping. All parking lots that contain 20 or more parking spaces or are between 6,000 square feet and 30,000 square feet in area shall have interior parking lot landscaping as follows:~~

~~(a) A minimum of five square feet of landscaped area per 100 square feet of vehicle use area, or fraction thereof; and~~

~~(b) Interior parking lot landscape areas no more than 50 feet apart.~~

~~(4) Interior Large Parking Lot Landscaping. Parking lots larger than 30,000 square feet in area shall have interior parking lot landscaping as follows:~~

~~(a) A minimum of seven square feet of landscaped area per 100 square feet of vehicle use area or fraction thereof.~~

~~(b) Interior parking lot landscape areas shall be no more than 50 feet apart.~~

~~(5) Vehicle Use Area. Vehicle use area shall include driveways.~~

~~(6) Minimum Area. The minimum size of individual planting areas shall be 64 square feet in order to provide a proper plant environment.~~

~~(7) Trees Required. Interior parking landscaped areas shall contain trees in compliance with the following:~~

~~(a) Trees shall only be deciduous trees approved by the designated official.~~

~~(b) Trees shall be a minimum of two-inch caliper at the time of planting.~~

~~(c) Trees are required at a ratio of at least one per 64 square feet of landscaped area or fraction thereof.~~

~~(d) Trees shall have a clear trunk to a height of at least five feet above the ground.~~

~~(e) Trees shall be planted no closer than four feet from pavement edges where vehicles overhang planted areas.~~

~~(8) Shrubs and Ground Cover. Required landscaped areas remaining after tree planting shall be planted in shrubs and/or ground cover. The distribution of plants shall be adequate to ultimately achieve 75 percent~~

ground coverage within three years after planting. Vegetation utilized in low impact development facilities shall count toward these landscaping requirements as approved by the city.

~~(9) Vehicle Overhang. Parked vehicles may overhang landscaped areas up to two feet by wheel stops or curbing.~~

~~(H) Deviation. The designated official can allow deviations from subsections (D) through (G) of this section to protect public safety, on-site critical areas and associated buffers and to accommodate unique or historical features of the site subject to the same number of trees and amount of landscaping being provided on or adjacent to the site as otherwise would have been provided pursuant to subsections (D) through (G) of this section without a deviation.~~

~~(I) Completion and security for performance and mMaintenance. Whenever landscaping is required under the provisions of this chapter, the following shall apply as per landscape maintenance bond requirement: All landscaped areas and plants required by this chapter must be permanently maintained in a healthy growing condition in order to accomplish the purpose for which they were required.~~

(1) Shrubs and trees in the landscaping and planting areas shall be maintained in a healthy growing condition during the first ~~three~~ two years after installation;

(2) Planting beds shall not be located over ~~impervious hard~~ surfaces;

(3) All landscaped areas shall be provided with automatic irrigation systems except landscaping on a single-family lot may be irrigated with hose bibs within 75 feet of plantings;

(4) Dead or dying trees or shrubs shall be replaced within 30 days of notification, or as soon as practical in regard to freezing weather, or complex situations involving the removal and replacement of large trees immediately; and

(5) Planting areas, fencing, walls, and all other features used for screening shall be maintained free of noxious weeds and trash on a regular basis.

(6) Plant material must not interfere with public utilities, restrict pedestrian or vehicular access, or constitute a traffic hazard.

(7) Planted areas next to pedestrian walkways and sidewalks shall be maintained or plant material chosen to maintain a clear zone between three and eight feet from ground level. [Ord. 974 § 9, 2019; Ord. 960 § 12 (Exh. K), 2018; Ord. 924 § 2 (Exh. A), 2017; Ord. 915 § 8 (Att. D), 2016; Ord. 905 § 1 (Att. A), 2016; Ord. 827 § 17, 2012; Ord. 740 § 1 (Exh. A), 2007.]

19.06.050 Loading area and off-street parking requirements.

(A) Purpose. The purpose of this section is to regulate parking and loading in order to lessen traffic congestion and contribute to public safety by providing sufficient on-site areas for the maneuvering and parking of motor vehicles.

(1) Required Automobile Parking Spaces. Off-street parking spaces shall be provided as an accessory use in accordance with the requirements of this section at the time any building or structure is erected, enlarged, or expanded.

(2) Size and Access. Each off-street parking space shall have an area of not less than 160 square feet exclusive of access drives or aisles and a width of not less than eight feet. There shall be adequate provision for ingress and egress from each parking space at all times.

(3) Location. Off-street parking facilities shall be located as hereinafter specified; where a distance is specified, such distance shall be the walking distance measured from the nearest point of the parking facilities to the nearest point of the building that such facility is required to serve.

(a) For a single-family dwelling or multifamily dwelling, the parking facilities shall be located on the same lot or building site as the building they are required to serve.

(b) For churches, hospitals, large group homes, institutions, rooming and lodging houses, nursing and convalescent homes, community clubs, and clubrooms, parking facilities shall be located not farther than 150 feet from the facility.

(c) For uses other than those specified, parking facilities shall be located not farther than 300 feet from the facility.

(4) Unit of Measurement. In stadiums, sports arenas, churches, and other places of assembly in which patrons or spectators occupy benches, pews, or other similar seating facilities, each 18 inches of width or 80 square feet of open area of such seating facilities should be counted as one seat for the purpose of determining requirements of off-street parking facilities under this title.

(5) Expansions or Enlargements. Where any structure is enlarged or expanded, off-street parking spaces shall be provided for said expansion or enlargement in accordance with the requirements of subsection (A)(8) of this section. Nothing in this title shall be construed to require off-street parking spaces for the portion of said building or structure existing at the effective date of the ordinance codified in this title. A change in use in an existing structure shall require additional off-street parking spaces as set forth in subsection (A)(8) of this section.

(6) Exemptions.

- a. The expansion or enlargement of an existing building (a building that received a certificate of occupancy at least three years prior to the permit application for expansion) for the addition of residential units, shall not require additional parking stalls.
- b. Existing Uses in Central Business District. Existing businesses and uses in the Central Business District (CBD) zone that were lawfully established prior to [effective date of this ordinance] are not required to provide off-street parking. However, any expansion, change of use, or redevelopment that increases parking demand as calculated under Table 1 shall provide parking for the incremental increase in demand, unless otherwise exempted under this subsection (6).

(7) Mixed Occupancies. In the case of two or more uses in the same building, the total requirements for off-street parking facilities shall be the sum of the requirements for the several uses computed separately. Off-street parking facilities for one use shall not be considered as providing required parking facilities for any other use, except as hereafter specified in subsection (A)(8) of this section for joint use.

(8) Uses Not Specified. In the case of a use not specifically mentioned in subsection (A)(8) of this section, the requirements for off-street parking facilities shall be determined by the designated official. Such determination shall be based upon the requirements for the most comparable use specified in subsection (A)(8) of this section or on a parking study of three or more of the same use located in communities within the Puget Sound region.

(9) Parking Spaces Required for Particular Uses. The minimum number of off-street parking spaces required for residential and nonresidential uses shall be as set forth in the following table:

Table 1 – Parking Spaces Required

Use	Parking Spaces Required
Accessory Dwelling Units	1 off-street space per ADU on lots up to 6,000 square feet in size. 2 off-street spaces per ADU on lots 6,000 square feet or greater in size.
Adult family home	1 for each 2 beds.
Banks and financial services	1 for each 400 square feet of gross floor area.
Bed and breakfast	1 for each bedroom and 2 per facility
Boarding house	0.25 for each sleeping room.
Churches	1 for each 5 seats in the principal place of assembly for worship, including balconies and choir lofts.
Commercial retail	1 for each 300 square feet.
Congregate care facility/retirement center	One-half space per dwelling unit and one space per employee based on the maximum potential number of employees during a single shift.
Day care center, commercial	1 for each employee, plus 1 for every 10 children or adults.
Establishments for the sale and consumption on the premises of food and beverages, including fraternal and social clubs	1 for each 200 square feet of gross floor area.
Family day care	1 for each employee, plus 1 additional, not including required residential spaces.
Hospitals	1 for each 2 beds.
Indoor recreational facilities	1 for every 3 people that the facility is designed to accommodate when fully utilized.
Libraries and museums	1 for each 250 square feet of floor area open to the public.
Light Manufacturing	1 for each employee on a maximum shift, or 1 for each 1,000 square feet of floor area, whichever is greater.
Medical or dental clinics	5 for each physician or dentist or 1 per 200 square feet of floor area, whichever is greater.
Motels, hotels	1 for each unit.
Motor vehicle or machinery sales, wholesale stores, furniture stores	1 for each 400 square feet of gross floor area.
Multifamily uses in the central business district (CBD)	1 off-street space per unit.
Offices providing on-site customer service	1 for each 200 square feet.
Offices not providing on-site customer service	1 for each 500 square feet.

Table 1 – Parking Spaces Required

Use	Parking Spaces Required
Residential dwelling units (R-2.3, R-9,600, R-7,200, DT-2,500, MR)	2 off-street spaces per unit. <u>Required off-street parking spaces for single-family or townhome units in the MR Zone shall be provided on the lot or unit it serves. If two side-by-side driveway parking spaces cannot be provided in the front, required off-street parking shall be provided as rear-loaded parking. Alley-loaded parking is required in the MR zone, except in the case that two off-street parking stalls are provided in a driveway accessed from the fronting street.</u>
Social or civic organization facility	1 for each 250 square feet.
Taverns and bars	1 for each 150 square feet of floor area.
Vehicle services, minor	2.5 for retail or office space plus 3 per service bay.
Vehicle services, major	2.5 for retail or office space plus 2 per service bay
Vehicle storage, small or large	2 for office space plus 3 for storage yard.
Warehousing	1 for each employee on a maximum shift, or 1 for each 1,000 square feet of floor area, whichever is greater. ¹

¹ May be reduced upon submittal of a parking demand study prepared by a qualified professional demonstrating that a lesser amount of parking will adequately serve the proposed use.(9) Required Loading Areas.

(a) In any commercial and manufacturing zones, and for any institutional use in whatever zone it may be located, every building or portion of building hereafter erected or structurally altered to provide additional floor space shall be provided with a minimum of one off-street or off-alley loading space for each 10,000 square feet of usable floor space within the building, which usable floor space is intended to be used for or is used for merchandising, manufacturing, warehousing, or processing purposes. If the building contains less than 10,000 square feet of usable floor space, the requirement for an off-street or off-alley loading space may be waived by the building inspector.

(b) If the building contains more than 24,000 square feet of floor space so used, then there shall be one additional loading space provided for each additional 24,000 square feet of floor space.

(c) Each loading space shall measure not less than 30 feet by 12 feet, shall have an unobstructed height of 14 feet, shall be made permanently available for such purpose, and shall be surfaced, improved, and maintained. Such facilities shall be so located that trucks using the same shall not encroach upon or interfere with areas reserved for off-street parking nor project into any public right-of-way and shall be adjacent to the building to be served thereby. If the site upon which such loading space or spaces are to be located abuts upon an alley, such loading space or spaces shall be off-alley. If the loading space is incorporated within a building, then, as to location, the requirements of this section shall not apply.

(d) Any floor area provided by additions to or structural alterations to a building shall be provided with loading space or spaces as set forth herein whether or not loading spaces have been provided for the original floor space.

(10) Alley Access to Parking. The alleys located in the four-block area bordered by Stanley Street, Wabash Avenue, Union Street, and Cascade Avenue may be used to access off-street parking for customers. All other alleys in the city may be used to access off-street parking for employees and residents only. Access to customer off-street parking outside of the downtown parking area illustrated in Figure 3 in GFMC [19.06.060](#) shall be from a public street and not an alley.

(11) Tandem Parking. Tandem parking spaces only count as one parking space when calculating the number of parking spaces required under subsection (A)(8) of this section. [Ord. 994 § 5, 2020; Ord. 960 § 13 (Exh. L), 2018; Ord. 937 § 22 (Exh. U), 2017; Ord. 924 § 2 (Exh. A), 2017; Ord. 905 § 1 (Att. A), 2016; Ord. 883 § 12 (Att. C), 2014; Ord. 862 § 48, 2013; Ord. 740 § 1 (Exh. A), 2007.]

19.06.090 Accessory dwelling units.

(A) Purpose. Accessory dwelling units (ADUs) are intended to increase the supply of affordable and independent housing for a variety of households, increase home and personal security, provide supplemental earnings for people with limited incomes, and increase residential densities. This should occur by utilizing the existing infrastructure and community resources while protecting the existing character of single-family neighborhoods.

(B) Procedures. Any owner/occupant seeking to establish an ADU shall apply for approval in accordance with the following:

(1) Application. The owner/occupant shall apply for a building permit for an ADU. A complete application form must demonstrate that all size thresholds and design standards are met.

(C) General Requirements. On each lot developed with a single-family residence, accessory dwelling units may be constructed subject to the standards set forth in Table 1 below. An accessory dwelling unit may not be located on a lot on which a temporary dwelling, is located.

Table 1 – Accessory Dwelling Unit Requirements

Number of accessory dwelling units allowed per lot	Two
Maximum size per accessory dwelling unit	1,000 SF gross floor area
Minimum size per accessory dwelling unit	200 Square Feet
Maximum bedrooms per accessory dwelling unit	Two
Front setback	See GFMC 19.06 for standard lots and GFMC 19.05.300(I)(6) for PRD lots.
Side setback	As allowed by the underlying zone (see GFMC 19.06) for standard lots, and GFMC 19.05.300(I)(6) for PRD lots.
Side street setback	As allowed by the underlying zone (see GFMC 19.06) for standard lots, GFMC 19.05.300(I)(6) for PRD lots.
Rear yard setback	15 feet; provided, that the rear yard setback may be reduced to 10 feet for one-story structures, or less for structures adjacent to an alley.
On-lot structure separation	A minimum of five feet of separation is required between structures; provided, that this separation may be reduced if: Adequate fire rating is provided between structures per the International Building Code.
Hard Surface coverage	See GFMC 19.03 for standard lots and GFMC 19.05.300(I)(6) for PRD lots.

Height	Shall not be greater than the principal dwelling’s building height, or as prescribed by GPMC 19.03, whichever is less.
Parking	One (1) off-street parking space is required for each ADU on lots smaller than 6,000 square feet in size. For ADUs on lots of 6,000 square feet or greater, two (2) off-street parking spaces are required. Off- street parking spaces for ADUs shall be in addition to that which is required for the primary dwelling unit.

(1) ~~(1)~~—An ADU shall be permitted as a second dwelling unit attached to, detached, or a combination of both, from the principal dwelling.

- (a) “Attached ADU” means a structure that is attached by a common wall to the primary dwelling unit.
 - (i) The common wall must be shared for at least 50 percent of the length of the side of the principal dwelling.
 - (ii) A breezeway is not considered a common wall.
 - (b) A detached ADU may be any dwelling permitted in the applicable land use classification.
 - (c) A mobile home, recreational vehicle, camper, or vehicle shall not be used as an ADU.
 - (d) ADUs shall not be used as short-term rentals.
 - (e) In addition to the conditions that may be imposed by the designated official pursuant to this title, all accessory dwelling units shall also be subject to the following provisions:
 - (i) The use of an accessory dwelling unit shall be discontinued if:
 - 1. The accessory dwelling unit is substantially altered such that it no longer conforms with the plans approved by the designated official and the building official; or
 - 2. The subject lot fails to maintain the required number of off-street parking spaces outlined in GPMC 19.06.050
 - (ii) In the event the deficiencies identified in subsection 1(e)(i)(1) and (2) above, are corrected to the satisfaction of the designated official, the designated official may authorize the use to be reestablished.
- (2) ~~—~~An ADU may be created by adding on to or converting an existing detached structure, even if the existing structure is non-conforming to required setbacks or hard surface coverage as long as other applicable codes and requirements are met, such as for fire and safety, and as long as any existing non-conforming components of the existing structure are not expanded upon.
- (3) Approval. Approval of an ADU is a Type 1 permit subject to administrative approval by the city’s designated official. See Table 19.04A-I, GPMC 19.04A.210. [Ord. 905 § 1 (Att. A), 2016; Ord. 740 § 1 (Exh. A), 2007.]

(D) Impact Fees. Impact fees are set forth in the fee schedule in a manner consistent with RCW 36.70A.681(1)(a) or as otherwise amended.

19.09.010 Schedule of land use fees and deposits.

Fees and deposits for various services, actions and permits regarding land use as per the unified development code shall be as established by resolution of the city council. No final land use action, short plat acceptance, or final plat acceptance shall occur until all fees have been paid to the city. [Ord. 986 § 1, 2020; Ord. 905 § 1 (Att. A), 2016; Ord. 802 § 1, 2010; Ord. 741 § 1, 2007.]

Article I. Interim Concurrency Regulations

19.12.012 Concurrency and adequacy.

(A) Intent. The purpose of this section is to ensure that public facilities and services owned, operated, or provided by the city and public facilities and services owned, operated or provided by other governments, special districts and applicable organizations within the city are provided simultaneous to or within six years after development occurs

consistent with available capacity, the capital facilities element of the comprehensive plan and RCW 36.70A.070(3). This chapter shall apply to all applications for development or redevelopment permit approvals that will result in:

(1) More than 10 new p.m. peak hour vehicle trips; and

(2) Two or more connections or two SFR equivalent connections to city water and/or sanitary sewer systems.

(B) Authority. The designated official shall be responsible for enforcing the provisions of this chapter.

(C) Exemptions. The test for concurrency shall not be required for exempted developments as specified below:

(1) Highways of statewide significance (HSS) are exempt from this concurrency section.

(2) No Impact. Development which creates little or no additional impacts on public water, sanitary sewer, surface water management, streets, schools and parks is exempt from the test for concurrency. Such development includes but is not limited to:

(a) Additions, accessory structures, or interior renovations to or replacement of a residence which do not result in a change in use or increase in the number of dwelling units or residential equivalents;

(b) Additions to or replacement of a nonresidential structure which do not result in a change in use, expansion in use, or otherwise increase demand in public facilities as defined above;

(c) Temporary uses as described in GPMC 19.04C.060; and

(d) Demolitions.

(e) Commercial development in the general commercial zone subject to available capacity at time of complete application submittal.

(f) Construction of a single-family residence or a duplex on an existing lot.

(3) Variances as provided elsewhere in this section.

(4) Permits and Actions. The following are exempt from the test for or a new test for concurrency:

(a) Boundary line adjustments;

(b) Temporary use permits;

(c) Variances and shoreline variances;

(d) Approvals pursuant to site development regulations;

(e) Administrative interpretations;

(f) Sign permits;

(g) Street vacations;

(h) Demolition permits;

(i) Street use or right-of-way permits;

(j) Clearing, grading, and excavation permits;

(k) Mechanical, electrical and plumbing permits;

(l) Fire code permits;

(m) Other permits as determined by the city that will not result in impacts on public services or utilities;

(n) Permits or applications for which the city has contractually committed to sewer availability, including but not limited to approved preliminary subdivisions, short plats or binding site plans as of the date of the ordinance codified in this chapter;

(o) New sewer service to properties that paid assessments as part of local improvement districts established prior to the effective date of the ordinance codified in this chapter for the purpose of providing sewer;

(p) All projects (if any) that have vested rights to new sewer connections because of previously submitted and fully complete applications with prior affirmative city issued concurrency determinations;

(q) New sewer connection in cases where the property owner has presented the city with documentation from the Snohomish Health District that sufficiently demonstrates a failed on-site septic system and that there is no feasible alternative but to connect to the public sewer system;

(r) The Snohomish Health District or the State Department of Ecology authorizes temporary use of an on-site sewer system, the applicant pays sewer connection fees at the time of building permitting, and the applicant signs and records a covenant agreeing to connect to the city of Granite Falls sewer system and decommission the on-site system within 60 days of receiving a request from the city.

(5) SEPA. Applications exempt from the test for concurrency are not necessarily exempt from SEPA.

(6) Exemptions. The portion of any development used for any of the following purposes is exempt from the requirements of this chapter:

(a) Public transportation facilities;

(b) Public parks and recreational facilities; and

(c) Public libraries.

(D) Concurrency Procedures.

(1) Concurrency Review Procedures. The test for concurrency is currently suspended but when resumed shall be performed in the processing of all nonexempt permit applications through a concurrency review process established by the individual service providers.

(a) The concurrency review process shall be completed prior to issuance of a building permit. The designated official shall determine the time of the concurrency test dependent on the time of permit.

(b) The concurrency review process shall include review of phased projects.

(c) The concurrency review process established by the individual service providers shall be specified in written policy, and shall be available for city distribution.

(2) Test for Concurrency – Roles.

(a) When allowed, the designated official shall provide the overall coordination of the test for concurrency by:

(i) Notifying the service providers of all applications requiring a test for concurrency;

(ii) Notifying the service providers of all exempted development applications which use capacity;

(iii) Notifying the service providers of expired development permits or other actions resulting in a release of capacity reserved through a certificate of capacity.

(b) Service providers shall:

(i) Be responsible for conducting the test for concurrency for their individual public facilities, for all applications requiring a test for concurrency;

(ii) Reserve the capacity needed for each application;

(iii) Account for the capacity for each exempted application which uses capacity;

(iv) Adjust capacity to reflect the release of reserved capacity as notified by the city;

(v) Annually report the capacity of their public facilities to the city. Said annual report shall include an analysis of comprehensive plan infrastructure priorities in accordance with the six-year capital improvement plan; and

(vi) Have the authority to charge applicable fees to recover the costs of concurrency testing and monitoring their concurrency systems.

(3) Capacity. For sanitary sewer and domestic water supply, only available capacity shall be used in conducting the test for concurrency. For streets, available and planned capacity may be used in conducting the test for concurrency. The adopted level of service standards outlined in the comprehensive plan shall be the basis for determining whether adequate capacity will be available.

(4) Test for Concurrency – Pass. The test for concurrency, when allowed to occur, is passed when the capacity of public facilities and services is equal to or greater than the capacity required to maintain the level of service standards established by the city. When a concurrency determination is allowed, a certificate of capacity will be issued by the city according to the following provisions:

(a) A certificate of capacity will be issued upon payment of any fee, performance of any condition, or other assurances required by the service provider.

(b) A certificate of capacity shall apply only to the specific land use types, densities, intensities, and development project described in the certificate.

(c) A certificate of capacity is not transferable to other land, but may be transferred to new owners of the subject land along with any conditions imposed by the city in the permit or approval documents.

(d) A certificate of capacity shall expire if the accompanying permit expires or is revoked. The expiration date of the certificate of capacity may be extended according to the same terms and conditions as the accompanying permit. If the permit is granted an extension, so shall the certificate of capacity. If the accompanying permit does not include an expiration date, the certificate of capacity shall expire two years from the date of issuance. Expiration dates shall be included in certificates of capacity.

(5) Test for Concurrency – Fail. The test for concurrency is not passed and the proposed project may be denied if the capacity of the public services or facilities is less than the capacity required to maintain the adopted level of service standards after the impacts associated with the requested permit are added to the existing capacity utilization. The following options are available to applicants in the event that partial capacity of public facilities and services is available:

(a) The scope of the project may be reduced to the level equal to that which would absorb the available capacity;

(b) The phasing of the project may be modified to accommodate planned capacity improvements;

(c) The capacity shortfall may be mitigated as part of the project; or

(d) The results of the test for concurrency may be appealed to the hearing officer.

(E) Check for Adequacy. The check for adequacy will be performed on an annual basis concurrent with the annual update of the capital facilities element of the comprehensive plan. The check for adequacy will be conducted by the appropriate service provider.

(1) City. The city shall:

(a) Provide the affected service providers a report on all permit applications occurring within the past year;

(b) Provide population growth figures to the service providers;

(c) Maintain a cumulative record of all checks for adequacy.

(2) Service Providers. Service providers shall provide annual reports on checks for adequacy to the city.

(F) Approval or Denial of Permits.

(1) Approvals. When allowed, permits which would not result in a reduction of an adopted level of service standard for a public facility or service may be approved as long as all other provisions of the code are met.

(2) Denials. Permits which would result in a reduction of an adopted level of service standard for a public facility or service are subject to denial.

(G) Concurrency Test Request without Application. At this time no test for concurrency may be requested without an accompanying permit application.

(H) Variance. Notwithstanding any other provision of this section, the city engineer shall have authority to administratively grant a variance from the prohibition on a concurrency determination in this section in cases of special hardships, unique circumstances and practical difficulties not covered by an exemption in this section. Application for such a variance shall be in writing, state the basis for the request, and shall be filed with the city engineer together with a filing fee as established by resolution of the city council. No variance shall be granted unless the city engineer finds that all of the following facts and conditions exist:

(1) That there are exceptional or extraordinary circumstances such as a bona fide public health emergency or conditions applying to the subject property or as to the intended use thereof that do not apply generally to other properties in the same vicinity;

(2) That such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity;

(3) That the authorization of such variance will not be materially detrimental to the public interest, welfare or the environment;

(4) That the granting of such variance will not be inconsistent with the long-range plans of the city utility system;

(5) That the granting of such variance is consistent with the Growth Management Act, Chapter 36.70A RCW;

(6) For purposes of this chapter the term “bona fide public health emergency” shall mean that service is necessary and that all of the following are present:

(a) The impact on public health potentially impacts the general public rather than solely the property owner making application;

(b) The hardship is not the result of the applicant’s own action;

(c) The hardship is not merely financial or pecuniary;

(d) The city’s NPDES permit will not be affected by the extension (if applicable);

(e) The extension is consistent with the goals of the city’s sewer comprehensive plans and all other applicable law, including, but not limited to, the Growth Management Act and the State Environmental Policy Act;

(f) The city has adequate capacity and adequate infrastructure available to provide the required service, or the applicant voluntarily agrees to provide the necessary infrastructure upgrades to allow service consistent with city standards.

(7) Conditions may be imposed upon the granting of a variance to ensure the protection of the public health, welfare and environment. Each variance shall be considered on a case-by-case basis, and shall not be construed as setting precedent for or binding on any subsequent application. The decision of the city engineer on a variance application shall be in writing, deemed a Type II decision and shall be final, subject to appeal to the city land use hearing examiner pursuant to the appeal process set forth in GPMC 19.04B.140 including but not limited to filing any appeal within the 10-day period after the written decision of the city engineer.

Notwithstanding the provisions of this chapter, the interim regulations adopted or subsequently adopted shall remain in full force and effect pending their expiration. The provisions of GPMC 19.12.015 through 19.12.045 shall only become effective upon the expiration of any and all interim regulations. [Ord. 1021 § 1, 2022.]

~~19.15.010 Schedule of land use fees and deposits.~~

~~Fees and deposits for various services, actions and permits regarding land use as per the subdivision code shall be as established by resolution of the city council. [Ord. 1020 § 1 (Att. A), 2022.]~~

Chapter 21.06

21.08.010 Transportation impact fee and mitigation program established.

There is established, subject to provisions of this chapter, a transportation impact fee and mitigation program. [Ord. 907 § 1 (Att. A), 2016; Ord. 668 § 2, 2003.]

21.08.020 Definitions.

Unless the context otherwise requires, the terms defined in this section shall, for all purposes of this chapter, having the meanings specified in this section, with words importing the singular number including the plural number and vice versa:

“Act” means the sections of the Washington State Growth Management Act, codified as RCW [82.02.050](#) through [82.02.090](#) as now in existence, or as hereinafter amended.

“Building permit” means any written authorization from the city which authorizes the commencement of development.

“Capital facility plan” means the capital facilities plan element of the city’s comprehensive plan, as now in existence or as hereinafter amended.

“City” means the city of Granite Falls, Washington.

“City comprehensive plan” means the city’s comprehensive land use plan, adopted pursuant to the Act.

“Development” means the construction, reconstruction, conversion, structural alteration, relocation, enlargement, or change in use of any structure or property, or any project, that will increase vehicle trips per day, or any project which negatively impacts the service level, safety, or operational efficiency of serving roads.

“Fair market value” means the price in terms of money that a property will bring in a competitive and open market under all conditions of a fair scale, the buyer and seller each prudently knowledgeable, and assuming the price is not affected by undue stimulus.

“Fund” means a fund, and accounts therein, to maintain information about and to account for receipt of impact fees and for payment of qualifying costs and expenses.

“Granite Falls alternate route (GFAR) predesign report” means the report identifying traffic projection improvement to provide level of service “D” and costs.

“Impact fee” means a payment of money imposed by the city upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and to mitigate the impacts of the development on the transportation facilities of the city, but does not include any permit or application fee.

“LID agreement” means an agreement under RCW [35.43.182](#) to participate in and not protest formation of a local improvement district for construction of transportation and related improvements.

“Owner” means the owner of record of real property; although if real property is being purchased under a real estate contract, the purchaser shall be considered the owner of real property if the contract is recorded.

“Public facilities,” as used in this chapter, refers to public streets, roads, and [transportation-related and improvements](#) owned or operated by the city for other governmental entities, including trails, paths, bikeways, other transportation facilities and all attendant improvements.

“Reimbursement contract” or “latecomer contract” means an agreement under Chapter [35.72](#) RCW to provide for construction or improvement of street projects which the owner of real estate elects to install as a result of ordinances that require the projects as a prerequisite to further property development.

“Service area” means the development impact fee service area of the city identified in GFMC [21.08.030](#).

“System improvements” means public facilities that are included in the city’s capital facilities plan.

“Traffic impact fee study” means the 2002 traffic impact fee study, and revisions thereto, that identifies traffic mitigation fees and other means to implement the comprehensive plan and to address city transportation needs.

“Transportation facilities” means and refers to streets and roads, ~~but and~~ includes all publicly owned streets, roads, alleys, and rights-of-way within the city, and street services, traffic control devices, curbs, gutters, sidewalks, and related facilities and improvements.

“Transportation plan” means the transportation plan element of the city’s comprehensive plan, the city’s six-year transportation improvement program (six-year street plan), GFAR predesign report, traffic impact fee study, and such other transportation programs, plans and studies adopted by the city. [Ord. 907 § 1 (Att. A), 2016; Ord. 668 § 2, 2003.]

21.08.030 Establishment of service area.

The city established as the service area for development impact fees the city of Granite Falls, including all property located within the corporate limits of the city. The scope of the service area is hereby found to be reasonable and established on the basis of sound planning and engineering principles. Areas outside of the city also contributing traffic to city streets shall be included within the service area as set forth in cooperative agreements with Snohomish County. [Ord. 907 § 1 (Att. A), 2016; Ord. 668 § 2, 2003.]

21.08.040 Imposition of impact fees on development.

(A) The city authorizes the assessment and collection of impact fees on development within the city, at the rate established in GFMC [21.08.055](#). It is declared that such impact fees shall:

- (1) Only be imposed for system improvements that are reasonably related to development;
- (2) Not exceed a proportionate share of the cost of the system improvements, including the costs of previously constructed system improvements, reasonably related to development;
- (3) Be used for system improvements that will reasonably benefit development;
- (4) Not be imposed to make up for deficiencies in any previously constructed system improvements. Such impact fee schedule is based upon the formula for calculating the proportionate share of the cost of the system improvements, including the costs of previously constructed system improvements, necessitated by development to be borne by impact fees, which formulas are described in the 2002 traffic impact fee study, and revisions thereto, which is adopted herein by this reference;
- (5) Assume that 80 percent of the traffic generated for commercial development projects within the city of Granite Falls central business district (and designated in the city of Granite Falls [2005 land use](#) comprehensive plan) is pass-by traffic.

(B) The impact fee imposed by this chapter shall be paid at building permit issuance.

(C) Failure to pay the impact fees for a given development at the time of assessment shall result in denial of the development approval and/or building permit for which the owner has applied.

(D) If, as a condition of approval of development, owner dedicates land, or constructs system improvements, in excess of the proportionate share of system improvements attributable to the owner’s development as set out in the city’s development regulations, the developer shall be eligible for a credit towards the transportation impact fees otherwise payable under this chapter. The amount of such credit shall be measured based on the predevelopment fair market value of such land or improvements required in excess of the owner’s share and shall be deducted from the transportation impact fees charged under this chapter.

(E) The city engineer, with concurrence of the city council, may adjust the amount of the impact fee otherwise imposed in this chapter with respect to specific development activity upon determining that:

- (1) Unusual circumstances require such adjustments to ensure that such impact fees are imposed fairly; and
- (2) Studies and data submitted by the owner regarding the impacts of such owner’s proposed development require such adjustment to ensure that such impact fees are imposed fairly. Impact fees shall not be deemed unfair unless such unusual circumstances and studies and data support a finding that the impact fees otherwise imposed in this chapter allocate to the specific project in question vehicle trips and resulting share of the cost of the systems improvements reasonably related to new development that are greater than or substantially less than such development activity’s allocable proportionate share of such trips and resulting costs. [Ord. 907 § 1 (Att. A), 2016; Ord. 867 § 2, 2014; Ord. 718, 2006; Ord. 668 § 2, 2003.]

21.08.050 Disposition of impact fee revenues.

(A) A fund is hereby created for receipt of impact fees. One account in the fund shall be designated for the Granite Falls alternate route. Forty percent of all traffic mitigation fees shall be designated for the Granite Falls alternate route. The remaining portion shall be used for the other traffic improvements as identified in the 2002 traffic impact study, and revisions thereto.

(B) The impact fees collected pursuant to the provisions of this chapter shall be deposited into the fund. Pending application as provided in this chapter, the moneys deposited in the accounts of the fund shall be invested in any investment authorized for the investment of city funds. All interest and profits derived from the investments of monies in each account in the impact fee fund shall be retained in such account.

(C) The impact fees deposited in each account in the fund, and the interest and profit received from the investments therefrom, shall be expended only for public facilities of the type for which such impact fees were collected, in conformity with the city’s comprehensive plan, capital facilities plan element, the 2002 traffic impact fee study and revisions thereto, and expended or encumbered within six years of receipt by the city, unless written findings by the city council identify an extraordinary and compelling reason for the city to hold the fees for a longer time. The city shall account for annual expenditures and shall comply with this section in successive comprehensive plans, transportation plans and capital facilities plans as appropriate.

(D) The city shall prepare an annual report on the fund which shows the source and amount of all monies collected, earned or received and the public facilities that were financed in whole or in part by impact fees. [Ord. 907 § 1 (Att. A), 2016; Ord. 668 § 2, 2003.]

21.08.055 Impact fees – Calculation.

(A) The impact fees for each single-family residence (“SFR”), as set forth in the traffic impact fee study and revisions thereto, is \$2,500 (“SFR fee”). Each development shall be subject to and pay an impact fee based on the average weekday total trips (“AWDT”) attributable to the development. The SFR fee shall be multiplied by the AWDT to arrive at the impact fee. Housing types other than single-family residences shall pay a proportionate impact fee based on the Average Weekday Total (AWDT) Equivalency Factor. The impact fee calculation may be expressed as follows:

$$\begin{array}{rcl} \text{Impact fee} & = & \frac{\text{SFR fee} \times \text{development AWDT}}{9.57} \end{array}$$

AWDT Equivalency Factor = (AWDT for unit type) ÷ (AWDT for single-family)

Low-rise Multifamily (1-4 stories)

$$5.40 \div 9.57 \approx 0.56$$

Mid-rise Multifamily (5-9 stories)

$$6.50 \div 9.57 \approx 0.68$$

Townhouse

$$5.81 \div 9.57 \approx 0.61$$

Low-rise Multifamily (1-4 stories)

$$\$2,500 \times 0.56 = \$1,400$$

Mid-rise Multifamily (5-9 stories)

$$\$2,500 \times 0.68 = \$1,700$$

Townhouse/Condominium

$$\$2,500 \times 0.61 = \$1,525$$

(B) AWDT shall be calculated by the forecast method set out in the ITE Trip Generation Manual, as described in the traffic impact fee study and revisions thereto; provided, trucks shall be converted to passenger car equivalents (“PCE”) using the following formula:

Trucks with five or more axles = four
PCE; and

Buses and trucks with three or four
axles = two PCE.

[Ord. 907 § 1 (Att. A), 2016; Ord. 668 § 2, 2003.]

21.08.060 Refunds.

(A) The city shall refund to the current owners of property on which an impact fee has been paid any impact fees paid with respect to such property that has not been expended or encumbered for public facilities of the type for which such impact fees were collected within six years from the date of receipt or such longer period of time as is established in the event that the city council finds that an extraordinary or compelling reason exists to hold the fees longer than 10 years as provided in GPMC [21.08.050](#). Impact fees shall be considered encumbered on a first-in, first-out basis. The city shall notify potential refund claimants by first-class mail deposited within the United States Postal Service at the last known address of the claimants.

(B) The city shall also refund to the current owner of property for which an impact fee has been paid all impact fees paid with respect to such property if the development for which the impact fee was imposed did not occur and no impact has resulted; provided, that if some, but not all, of the development for which the impact fee was imposed occurred, the impact will be deemed to have occurred, and no refund shall be available under this section.

(C) Owners seeking a refund of impact fees must submit a written request for a refund of impact fees to the city clerk or designee within one year of the date the right to claim the refund arises, which, for purposes of refund claims authorized pursuant to subsection (B) of this section only, shall be the date of voluntary or involuntary abandonment of the building permit, or the date that notice is given as provided in subsection (A) of this section, whichever occurs later. Refunds of impact fees shall include interest and any profits earned on the impact fees from the date of their receipt to the date of refund, as a percentage of the interest/profits earned by the fund on an annual basis. Any impact fees not expended within the time limitations described in GPMC [21.08.050](#)(C) and for which no application for a refund has been made within the one-year claim period shall be retained by the city and expended on public facilities of the type for which such impact fees were initially collected, without further limitation as to the time of expenditure.

(D) In the event a refund is made by the city pursuant to this section, the city may, but is not required to, review the original approval or authorization for which the mitigation fees had been paid under this chapter. Refund of the mitigation fees shall be deemed to be a change in conditions which allows for review of the development for which approval was previously given. Review of such development shall be governed by the provisions of local and state law. [Ord. 907 § 1 (Att. A), 2016; Ord. 668 § 2, 2003.]

21.08.070 Appeals.

(A) An owner may pay an impact fee imposed pursuant to this chapter under protest in order to obtain development approval and after such payment may file an appeal regarding the amount of such impact fee in accordance with this section. Pending the completion of the appeal process as set forth herein, no building permits shall be issued for any development for which the mitigation fees about which appeal is being sought were imposed.

(B) The determination of the city engineer or designee regarding the applicability of the impact fee to a given development within the service area shall be final. The city council shall have the power to hear and decide appeals where it is alleged that there is an error in the city engineer's or designee's determination of the impact fee imposed upon a development pursuant to this chapter.

(C) Appeal to the city council regarding the amount of the impact fee imposed on any development may only be taken by the owner of the property where such development shall occur. No appeal shall be permitted unless and until the impact fee at issue has been paid. Such appeals shall be taken within a reasonable time, not exceeding 10 days after the date the impact fee was paid, and in the case of subdivisions or short plats, prior to the recording of the final plat. An appeal shall be commenced on filing with the city clerk or designee a notice of appeal specifying the grounds thereof and depositing an appeal filing fee of \$250.00. The city clerk or designee shall forthwith transfer to the city council all papers constituting the record upon which the amount of the impact fee was determined.

(D) The city council shall fix a reasonable time for the hearing of the appeal, give public notice thereof as well as due notice to the parties of interest, and decide the same within a reasonable time of the hearing. Any party may appear in person or by agent or through his/her attorney.

(E) In exercising the above-mentioned powers, the city council may, so long as such action is in conformity with the terms of this chapter, reverse or affirm, wholly or partially, or may modify the determination of the amount of the impact fee appealed from only upon a determination that it is proper to do so based on principles of fairness, and may make such order, requirements, decisions or determination as ought to be made, and to that end shall have

the powers with respect to the determination of the impact fees as they are granted to the city pursuant to this chapter.

(F) Any person or persons, or any board, taxpayer or department or division of the city aggrieved by any decision of the city council may seek review by a court of record of such decisions, in the manner provided by the laws of the state of Washington. [Ord. 907 § 1 (Att. A), 2016; Ord. 668 § 2, 2003.]

21.08.080 LID agreement required.

An owner, as a condition for approval of development, is required to enter into a [Local Improvement District \(LID\)](#) agreement. LID agreements shall be consistent with RCW [35.43.182](#), on a form prepared and approved by the city attorney, and authorized by the city council. LID agreements shall require owner participation in LID(s) to construct transportation and related improvements that are required to support the development. A LID agreement shall include provision for credit of any amounts paid as impact fees under this chapter against any special benefit assessment for transportation facilities funded all or in part by such impact fees; provided, however, the city shall identify or otherwise account for the use of impact fee funds, and there shall be no credit for impact fees paid for or applied to transportation facilities not included within a LID. [Ord. 907 § 1 (Att. A), 2016; Ord. 668 § 2, 2003.]

21.08.090 Reimbursement agreements authorized.

(A) In the event public facilities are inadequate to support a proposed development, the city may deny approval of such development. Alternatively, the city is authorized to enter into reimbursement agreements under Chapter [35.73](#) RCW.

(B) The city is authorized to enter into agreements with owners, consistent with RCW [35.43.184](#), to provide for LID preformation activity. [Ord. 907 § 1 (Att. A), 2016; Ord. 668 § 2, 2003.]

21.08.100 Exempt projects.

Exempt projects include:

(A) Projects filed prior to the enactment of the moratorium, Ordinance No. 644, shall be exempt from the requirements of this chapter.

(B) Development of properties that have been vacant for a period of less than five years, unless said development constitutes a change in use of the property and impacts traffic.

(C) Additions to individual residential units, providing no new dwelling unit is added. [Ord. 907 § 1 (Att. A), 2016; Ord. 668 § 2, 2003.]



NOTICE OF PROPOSED CODE AMENDMENTS AND DETERMINATION OF NONSIGNIFICANCE (DNS)

NOTICE IS HEREBY GIVEN that the City of Granite Falls is in the process of adopting code amendments to Granite Falls Municipal Code (GFMC) Title 19, Unified Development Code:

PROJECT NAME/FILE NUMBER: 2025 Granite Falls Municipal Code Amendments

APPLICANT/PROPONENT: City of Granite Falls

LEAD AGENCY: City of Granite Falls

PROJECT LOCATION: Citywide (Non-project action)

PROJECT DESCRIPTION: The proposed non-project action is for amendments to the Granite Falls Municipal Code Title 19, Unified Development Code, in order to ensure compliance with its recently adopted Comprehensive Plan and legislation enacted by the Washington State Legislature. Proposed amendments include revising the following sections: Definitions (GFMC 19.02) for clarity; Table 19.03-I Permitted Uses by Zoning District to include additional permitted uses; Multiple Residential (MR) zone (GFMC 19.03.080) to allow for flexibility for side yard setbacks in the case of zero lot line developments and to allow for flexibility in alley-loaded parking requirements; Site Plan Review (GFMC 19.04C.075) to clarify application requirements and to add open space requirements for multifamily developments in the MR zone; revising Subdivisions, Binding Site Plans, and Boundary Line Adjustments (GFMC 19.05) to clarify application requirements and processes and to clarify criteria for approval; Density and Dimension (GFMC 19.06.010) to clarify density calculations and minimum/maximum standards; added a new section for Calculation – Allowable Dwelling Units (GFMC 19.06.015); Landscaping and Screening (GFMC 19.06.020) to clarify purpose and standards; Loading Area and Off-Street Parking Requirements (GFMC 19.06.050) to be in alignment with proposed revisions in the MR zone (GFMC 19.03.080) regarding alley-loaded parking; Impact Fees (Title 21) to ensure compliance with Senate Bill 5258; and additional minor text revisions throughout Title 19.

LIST OF REQUIRED ACTIONS: Recommendation by Planning Commission with final adoption of an ordinance by City Council.

ENVIRONMENTAL DOCUMENTS PREPARED: SEPA DNS and Environmental Checklist

SEPA DETERMINATION/ISSUANCE DATE: December 19, 2025

END OF COMMENT PERIOD: January 2, 2026

SEPA THRESHOLD DETERMINATION: The City has determined that this proposal would not have a probable and unavoidable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after reviewing a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request. This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date of issuance.

RESPONSIBLE OFFICIAL: Brent Kirk, Deputy City Manager – brent.kirk@ci.granite-falls.wa.us
PHONE NUMBER: (360) 691-6441
MAILING ADDRESS: PO Box 1440, Granite Falls, WA 98252

PUBLIC COMMENT AND APPEALS: Upon publication of the issuance of the SEPA determination, there is a 14-day comment / appeal period. The deadline for public comment and appeals is 4:00 pm, on January 2, 2026. Interested parties may view the project file at the Granite Falls City Hall (215 South Granite Avenue) Monday-Friday 8 am to 5 pm. The appeals must be in written form, contain a concise statement of the matter being appealed. A fee is required per the City's Fee resolution. All comments or appeals are to be directed to the City Hall, Attn: Responsible Official to the mailing address above.

SIGNATURE: _____

DATE: _____

Distribution: Official City Notification Boards (City Hall, Post Office), Everett Herald, State Distribution List

November 7, 2025

David Toyer, President
Toyer Strategic Advisors, Inc.
3705 Colby Ave. Ste. 1
Everett WA 98201

Dear Mr. Toyer,

Thank you for providing comments to the Planning Commission regarding the upcoming proposed changes to Title 19 and 21 of the Granite Falls Municipal Code. After discussion with the planning commission and City staff, please find responses to your comments dated October 28, 2025 below:

1. We want to thank staff/contract staff for not including requirements for alleys in these changes. Requiring alleys typically results in projects have more hard surfaces, requiring larger stormwater facilities. Both outcomes would increase the cost of housing, and it is not clear what the benefit to Granite Falls or its future residents would be. Should this be a proposal that continues to be considered further, we believe the city should alternatively look at flexibility in setbacks and other design requirements first before committing to requiring alleys in any zone.

Staff Response: Staff has incorporated flexibility related to alleys to ensure that the ultimate outcome benefits the future residents, the City, and does not overburden the developer.

2. But, it's not clear why pervious/permeable pavement would be added as a "hard surface" since the point is to reduce impervious surface. This change will impact the building envelop and may disincentivize use of such alternative means of addressing stormwater infiltration on site. We suggest leaving the definition of impervious surface as-is but adding driveways and sidewalks. Otherwise, please remove pervious and permeable surfaces from the definition of a hard surface or increase the allowance for hard surfaces by 5% per zoning district adjust.

Staff Response: Pervious/permeable pavement can often result in future contribution to pollution-generating surfaces, as many private property owners do not properly maintain it. Staff is proposing to keep the definition as proposed, but will allow any walkways/pathways five feet in width or less to be excluded from the total calculation to help offset this change.

3. In Table 19.03-I, Permitted Uses by Zoning District, on page 12 we suggest the following changes:

a. Keep "General Warehousing and Including Wholesale Trade" as a permitted use in the Industrial Retail (IR) zone, but provide for a separate use category called Trade,

Transportation and Warehousing that would be permitted in the Light Industrial (LI) and Heavy Industrial (HI) zones.

The reason for this change is to separate uses that may be more retail in nature from those which are more industrial and trade oriented. This helps ensure that distribution type warehousing would be a permitted uses and freight transportation uses, which are often associated with warehousing and distribution, are permitted. We also believe that given the city's proximity to mining and forestry industry clusters, such permitted use clarifications will benefit the city in attracting related business uses that would build facilities adding taxable valuation, retail sales tax (depending on the industry), and needed local jobs.

Staff Response: The City agrees with this recommendation. Retaining "General Warehousing and Including Wholesale Trade" as a permitted use within the Industrial Retail (IR) zone, while establishing a distinct "Trade, Transportation, and Warehousing" use category for the Light Industrial (LI) and Heavy Industrial (HI) zones, provides needed clarity and flexibility in how industrial and distribution-related activities are regulated.

4. In Table 19.03-I, Permitted Uses by Zoning District, on page 15, we suggest the following use description changes:
 - a. Replace "Heavy equipment rental" with "Heavy equipment sales, service/repair, and rental".
 - b. Consider allowing "Heavy equipment sales, service/repair, and rental in the Heavy Industrial (HI) zone.
 - c. Add "rental" to "Light equipment sales and repair" so it reads "Light equipment sales, rental, and repair"

Staff Response: This City agrees with this recommendation and has incorporated it into the proposed amendments.

5. Regarding the "Heavy" and "Light" equipment sales, rental and repair categories, we did not find a definition in Title 19 that distinguishes between what is "heavy" and what is "light" – we suggest definitions be added.

Staff Response: This City agrees with this recommendation and has incorporated definitions into the proposed amendments.

6. At 19.03.080(I) on page 23, we appreciate that approvals regarding minimum density in the MR zone will be administrative, not Hearing Examiner. We support the proposed language but would suggest adding "access" (shown in red below) as one of the factors given that "location" is not necessarily inclusive of access considerations.
 - (a) The site is constrained due to its unusual shape, topography, location, easements, critical areas, access, or other features that preclude the minimum density being achieved; or

Staff Response: This City agrees with this recommendation and has incorporated it into the proposed amendments.

7. Regarding requiring traditional street grids on page 51 at 19.04D.020(A)(4), we suggest that language be added to allow for some exceptions. For example, a project would not be required to provide a stub road for future road connection in the case where wetlands or other features located on the adjacent property would prohibit the extension of such road system. These exceptions should be administratively reviewed and approved since they pertain to public works standards.

Staff Response: Staff believes that sufficient safeguards are already in place through the existing regulations governing critical areas and their associated buffers. Additionally, the common-sense application of the proposed code section adequately addresses the issues raised. For these reasons, staff does not find that additional language is necessary at this time.

8. On page 55, at 19.06.010.B.2, we suggest that clarification is made to include stormwater vaults that can be covered with recreational facilities in the calculation for density. This would be consistent with other jurisdictions.

Staff Response: Staff has added language to the proposed amendments, which will allow stormwater vaults topped with a recreational facility to be used in the calculation of density.

9. On Table 1 at pages 68 and 69, we suggest adding in “warehousing and distribution” as a use and establishing a minimum off-street parking requirement of 1 stall per 2,500 square feet. Our firm did a survey of over two dozen jurisdictions a couple years ago and the typical parking requirement for this use ranges from 1 stall per 1,500 to 1 stall per 5,000.

Staff Response: Given the wide range of warehouse and distribution uses, staff recommends retaining the existing parking requirement as written. Acknowledging that warehouse and distribution uses can vary greatly in their operations and parking demand, staff is proposing flexibility allowing applicants to submit a parking study if their specific use justifies a different requirement.

Thank you again for taking the time to provide thoughtful feedback. If you have any questions, please do not hesitate to contact me at 360.691.6441 or amy.hess@ci.granite-falls.wa.us.

Sincerely,

Amy Hess

Planning Director

ecc: Jeff Balentine, City Manager
Brent Kirk, Deputy City Manager
Granite Falls Planning Commissioners



January 7, 2026

David Toyer, President
Toyer Strategic Advisors, Inc.
3705 Colby Ave. Ste. 1
Everett WA 98201

Dear Mr. Toyer,

Thank you for providing comments to the Planning Commission regarding the upcoming proposed changes to Title 19 and 21 of the Granite Falls Municipal Code. After discussion with the planning commission and City staff, please find responses to your comments dated January 6, 2026 below:

1. In response to our October letter, thank you for adding definitions for “Light Equipment” and “Heavy Equipment” as well as creating a “Trade, Transportation and Warehousing” use. We believe strongly this will help the city be best prepared for future economic development opportunities in its industrial zones.

Staff Response: Noted

2. Thank you for clarifying in that stormwater facilities that are covered by recreational facilities are not included in the definition of net project area.

Staff Response: You're welcome.

3. GFMC 19.03.080 at K seems to read backwards with the alternative being stated before the requirement. Thus, could the wording be changed from:

(K) ~~AlleyRear-Loaded Parking.~~ ~~AlleyRear~~ loaded parking is required for dwellings in the MR zone, except when a minimum of two off-street parking spaces are provided within a driveway accessed from the fronting street.

To alternatively read:

(K) Within the MR zone, a minimum of two off-street parking spaces shall be provided for [Single Family?] in a driveway accessed from the fronting street. When two off-street parking spaces cannot or are not provided within a driveway accessed from the fronting street, rear loaded parking shall be required.

Staff Response: The City has revised this section as follows:

Required off-street parking spaces for single family attached or detached units shall be provided in a driveway or garage accessed from the fronting street. When the required off-street parking spaces cannot or are not provided within a driveway or garage accessed from the fronting street, rear loaded parking shall be required.

4. We strongly encourage the city to amend the language proposed in GFMC 19.05.010 to remove the requirement that all contiguous parcels of land be part of a single subdivision application regardless of when those parcels may be acquired, etc.

While we understand the city's concern that developers may create multiple smaller projects to avoid certain requirements, the rigidity and inflexibility of this language is problematic in cases where developments that have been in the permitting process for a long period of time might end up delayed should a developer contract to acquire an adjacent parcel for future development. We have seen this type of requirement negatively impact development. Further, we believe that establishing such a requirement to delay a subdivision already in process could run afoul of the state's new requirements for timely processing development applications.

~~All contiguous parcels of land, regardless of date of acquisition or location in different lots, tracts, parcels, tax lots or separate government lots, that are to be subdivided or short subdivided shall constitute a single subdivision or short subdivision action. Multiple applications and/or exemptions shall not be utilized as a substitute for comprehensive subdividing or short subdividing in accordance with the requirements of this title.~~

Staff Response: The City is proposing the following revision:

All contiguous parcels of land that are under the same ownership at the time of application shall be considered a single site for purposes of subdivision or short subdivision review. Such parcels shall be aggregated into one subdivision or short subdivision action, regardless of the date of acquisition or whether the parcels are identified as separate lots, tracts, parcels, tax lots, or government lots. Multiple applications and/or exemptions shall not be utilized as a substitute for comprehensive subdividing or short subdividing in accordance with the requirements of this title.

5. At 19.06.020.H.7, the city is proposing to require a 20 foot landscape buffer along SR 92 (Quarry Rd). We suggest this be reduced to 10 feet when a fence is provided consistent with Marysville's requirement along SR-9. This takes into consideration that there is typically 20 feet of undeveloped ROW (often densely vegetated) that already exists between the edge of SR-92's pavement and adjacent property lines. Combining this existing setback and vegetation with a 10 foot landscape buffer effectively results in a 30-foot vegetative buffer.

Staff Response: Planning Commission will be provided additional material and provide direction at the public hearing.

Thank you again for taking the time to provide thoughtful feedback. If you have any questions, please do not hesitate to contact me at 360.691.6441 or amy.hess@ci.granite-falls.wa.us.

Sincerely,

Amy Hess

Planning Director

ecc: Jeff Balentine, City Manager
Brent Kirk, Deputy City Manager
Granite Falls Planning Commissioners

From: [Sears, Tricia \(DNR\)](#)
To: [Anisa Thaci](#)
Cc: [Sears, Tricia \(DNR\)](#); [Aken, Jeff \(COM\)](#)
Subject: [EXTERNAL] Granite Falls Development Regulations Amendments (2025-S-11309): WGS comments
Date: Tuesday, December 23, 2025 5:04:56 PM

Hello Anisa,

In keeping with the interagency correspondence principles, I am providing you with comments on Granite Falls Development Regulations Amendments (2025-S-11309).

For this proposal submitted via Planview, I looked at the proposal and focused on areas related to WGS work. Of note, but not limited to, I look for language around the geologically hazardous areas, mineral resource lands, mining, climate change, and natural hazards mitigation plans.

Specifically in this proposal, I reviewed the 20251219 Granite Falls Draft Code Amendments II Redlines, 20251219 SEPA Checklist Granite Falls Code Amendments II, and 20251219 Granite Falls Code Amendments II DNS 2230425 BK signed. Kudos to you for making changes to development regulations!

In a word search for the ordinance with redlines, the word geology appears just once as does Washington Department of Natural Resources. The words critical areas comes up multiple times in language to be retained and in language to be deleted. Based on review of the three documents, the topics of WGS focus are not mentioned much in the proposal. WGS has no suggested changes and notes the information below.

Below, I include our usual language for this and future endeavors.

Recognizing the limitations of the current proposals, I want to mention that it would be great for you to consider these in current or future work, be it in your comprehensive plan, development code, and SMP updates, and in your work in general:

- Consider adding a reference to the definition of geologically hazardous areas, WAC 365-190-120, in other areas besides the CAO. In addition, consider adding a reference to WAC 365-196-480 for natural resource lands.
- Consider adding in other areas besides the CAO. If you have not checked our interactive database, the Washington Geologic Information Portal, lately, you may wish to do so. [Geologic Information Portal | WA - DNR](#)
- If you have not checked out our Geologic Planning page, you may wish to do so. [Geologic Planning | WA - DNR](#)

Thank you for considering our comments. If you have any questions or need additional information, please contact me. For your convenience, if there are no concerns or follow-up discussion, you may consider these comments to be final as of the 60-day comment deadline of 2/17/26.

Have a great day!

Tricia

Tricia R. Sears (she/her/hers)

Geologic Planning Liaison

Washington Geological Survey (WGS)

Washington Department of Natural Resources (DNR)

Cell: 360-628-2867 | Email: tricia.sears@dnr.wa.gov