

CITY COUNCIL MEETING AGENDA

**January 21, 2026
7:00 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

- 2.a. AB 001-2026 Administration of Oath of Office to:
Tom FitzGerald - City of Granite Falls Council Position #3**

3. ROLL CALL

4. CONSENT AGENDA

- 4.a. AB 016-2026 Approval of December 3, 2025 Minutes**
- 4.b. AB 017-2026 Approval of January 21, 2026 Claims Checks #415886 through 415932 totaling \$985,026.93**
- 4.c. AB 018-2026 Approval of December 16, 2025 through December 31, 2025 payroll claims checks #415799, #41584 through 415844 and Thirty EFTs totaling \$174,834.83**

5. STAFF REPORTS

- 5.a. Passports**
- 5.b. Planning Staff Report**
- 5.c. City Clerk**
- 5.d. Public Works**
- 5.e. Police Department**

6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS

(The public is encouraged to submit written comments prior to the meeting by emailing them directly to the city clerk at: darla.wilkins@ci.granite-falls.wa.us; and should be submitted no later than 5PM. Public comment speakers can sign up prior to the meeting, or wait for the public comment section of the meeting to be open by the presiding officer. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes).

7. NEW BUSINESS

- 7.a. AB 019-2026 Waste Management Briefing**
- 7.b. AB 020-2026 Granite Falls Community Coalition Update**
- 7.c. AB 021-2026 Sno-Isle Library Update - Jannah Minnix**
- 7.d. AB 022-2026 Public Hearing - 7:10 p.m., or soon thereafter
For Consideration of Adoption of Ordinance 1070-2026 and 1071-2026,
Amendments to Title 19 Unified Development Code, and Title 21 Impact Fee**
- 7.e. AB 023-2026 Consideration to approve the scope and fee from Gray and Osborne
for design and project support for the Union Street/Kentucky Avenue
Improvements project.**
- 7.f. AB 024-2026 Proclamation in Recognition of America's Semiquincentennial
(250th) Birthday**
- 7.g. AB 025-2026 Approval of Resolution 2026-03 Establishing Consolidated
Purchasing Policies, Procedures, and Delegation of Purchasing Authority**

8. CURRENT BUSINESS

9. MAYOR'S COMMENT (5 MINUTES)

10. COUNCIL COMMENTS (15 MINUTES)

11. CITY MANAGER (5 MINUTES)

12. ADJOURNMENT

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



OATH OF OFFICE

STATE OF WASHINGTON)
)ss
COUNTY OF SNOHOMISH)

I, **Tom FitzGerald**, do solemnly swear (or affirm) that I will support the Constitution and Laws of the United States and the Constitution and Laws of the state of Washington, and that I will faithfully and impartially perform and discharge the duties of the office of **CITY OF GRANITE FALLS Council Position 3** for a **4-year Term** according to law to the best of my ability.

(Signature)

Subscribed and sworn to before me this ____ day of _____, _____.

Signature

Official Title



CITY COUNCIL AGENDA BILL

Subject: 4.a.

Originating Dept.: City Clerk

Action Recommended: Approval of
Consent Agenda

Approval(s): City Clerk

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s):

1. 12-03-2025 City Council Minutes

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

The city council minutes are the official action taken and direction given at the meetings of the city council. Any councilmember may remove item(s) from the consent agenda for discussion and the item(s) would be voted on separately from the other consent agenda items.

Recommended Motion:

- 1) Move to approve the minutes as shown. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] minutes and approve the minutes as amended.



CITY COUNCIL MEETING MINUTES

**December 3, 2025
7:00 PM
Civic Center**

City Council	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
City Staff	Deputy City Clerk Carole Williams, City Manager Jeff Balentine, Deputy City Manager Brent Kirk, Public Works Director Charles White, Planning Director Amy Hess
Consultants	Consultant Police Chief Tom Dalton, Consultant City Attorney Thomas Graafstra

1. CALL TO ORDER

Mayor Matthew Hartman called the City Council Meeting to order at 7:00 p.m.

2. FLAG SALUTE

Mayor Matthew Hartman led the Council, Staff and Audience in the Pledge of Allegiance to the flag.

3. ROLL CALL

Deputy City Clerk Carole Williams verbally called out the Council's names and took note of the meeting attendance.

4. CONSENT AGENDA

Mayor Matthew Hartman moved item 7c on the agenda to item 7a - University of Washington Student Urban 407 Final Presentation.

MOTION:	Motion to approve consent agenda.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

4.a. **AB 128-2025 Approval of December 3, 2025 claims checks #415767 through 415797 totaling \$57,185.64**

4.b. **AB 129-2025 Approval of November 1, 2025 through November 15, 2025 payroll claims check #415712 and Twenty-Two EFT's totaling \$90,347.55**

5. STAFF REPORTS

5.a. Passports

City Manager Jeff Balentine commented on the following:

- The passport office has serviced over 35,000 applicants in three years!
- Passport revenue for the month
- Reviewed City financials and highlights for the month

5.b. Planning Staff Report

Planning Director Amy Hess commented on the following:

- Parks, Recreation and Open Space Plan
- Permitting software
- Getting ready for the lifting of the sewer moratorium

5.c. City Clerk Report

City Clerk Darla Wilkins was absent from the meeting.

5.d. Public Works Report

Public Works Director Charles White commented on the following:

- Christmas tree installed today (tree lighting)
- Received the 2025 F350 today
- Smart covers fixed

5.e. Consultant Police Chief Report

Consultant Police Chief Tom Dalton commented on the following:

- Calls for service (last month)
- Current prank/threat calls (home/school incident)
- Robe Menzel Rd. accident

6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS

(The public is encouraged to submit written comments prior to the meeting by emailing them directly to the city clerk at: darla.wilkins@ci.granite-falls.wa.us; and should be submitted no later than 5PM. Public comment speakers can sign up prior to the meeting, or wait for the public comment section of the meeting to be open by the presiding officer. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes).

Fred Cruger, 7020-230th Ave. NE, Granite Falls

Mr. Cruger provided public comment.

7. NEW BUSINESS

7.a. AB 130-2025 University of Washington Student Urban 407 Final Presentation

Presentation from University of Washington Urban 407 students outlining their work to assess the feasibility of establishing preferred development concepts and delivering proposed conceptual designs across three identified sites. Students overviewed the three sites studied and their proposed strategies for each site.

The class will be doing additional work on this project in the Winter 2026 quarter.

7.b. AB 123-2025 Continued Public Hearing - 7:10 p.m. For consideration of Permit #CPA/ZMA2024-001 Miller Properties Comprehensive Plan Amendment and Zoning Map, and Future Land Use Map

MOTION:	Motion to re-open the public hearing.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn

AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

David Toyer, Toyer Strategic Advisors, Land Use Consulting Firm for the Applicant

Mr. Toyer provided public comment.

Deputy City Manager Brent Kirk explained the process and what the council is looking into considering this evening.

Mayor Matthew Hartman opened the public testimony portion of the public hearing.

Mitch Greenlee, 21117 114th St. NE

Mr. Greenlee provided public comment.

Mayor Matthew Hartman closed the public testimony portion of the public hearing.

MOTION:	Motion to close the public hearing with action to follow.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

MOTION:	Motion to approve the inclusion of the proposed Comprehensive Plan Amendment and Zoning Map Amendment during consideration of the 2026 annual amendment to the City's 2024 Comprehensive Plan Periodic Update as recommended by Staff, Consultants and the Planning Commission with the following revision: Removal of the proposal to extend PRD's to R-7,200 zoning with staff directed to evaluate and propose any appropriate changes relative to that issue to the City Development Code in 2026.
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MOVER:	Councilmember Bruce Straughn
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	Mayor/Councilmember Matthew Hartman
RESULT:	APPROVED

**7.c. AB 131-2025 Public Hearing - 7:10 p.m., or soon thereafter
For Consideration of Adoption of Ordinance 1069-2025, Amendments
to Title 10, Vehicles and Traffic, Title 19 Unified Development Code,
and Title 21 Impact Fees**

MOTION:	Motion to open the public hearing.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

Deputy City Clerk Carole Williams submitted the following list of exhibits into the record:

Exhibit 1 - Staff Report dated November 21, 2025, 9 pages

Exhibit 2 - Proposed Amendments to Title 10, 19 and 21 - Option 1, 80 pages

Exhibit 3 - Proposed Amendments to Titles 10, 19 and 21 - Option 2, 81 pages

Exhibit 4 - SEPA Determination of Nonsignificance, dated October 1, 2025, 1 page

Exhibit 5 - Response Letter from City Staff to City Council dated November 14, 2025, 3 pages

Exhibit 6 - Comment Letter from David Toyer dated October 28, 2025, 3 pages

Exhibit 7 - Response Letter from City Staff to David Toyer dated November 7, 2025, 3 pages

Exhibit 8 - Draft Ordinance, 152 pages

Exhibit 9 - Notice of Public Hearing dated November 21, 2025, 1 page

Exhibit 10 - Verification of Posting dated November 21, 2025, 1 page

Planning Director Amy Hess gave a quick overview of the proposed changes to Titles 10, 19 and 21 including:

- Proposed parking (Satellite parking option)
- Staff suggestion (allowed in residential developments)
- Allowing Home Occupations in existing legal non-conforming residences in the Central Business District and in Residential Zones
- Discussion to allow or not allow Tractor Trailer Parking in front of their residence (two options)

Mayor Matthew Hartman opened the public testimony portion of the public hearing.

Robert Gallagher, 804 Darwins Way

Mr. Gallagher provided public comment.

Mayor Matthew Hartman closed the public testimony portion of the public hearing.

MOTION:	Motion to close the public hearing with action to follow.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	Mayor Pro Tem/Councilmember Tom FitzGerald
RESULT:	APPROVED

MOTION:	Motion to remove Section 19.06.135 Storage of Recreational Vehicles be stricken from the package of development code changes that they are being asked to consider.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Councilmember David Griggs
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

MOTION:	Motion to adopt Ordinance No. 1069-2025, an ordinance of the City of Granite Falls, Washington, amending titles 10,19 and 21 of the Granite Falls Municipal Code, additionally, allowing satellite parking in MR Zone only and no tractor trailer parking allowed.
MOVER:	Mayor/Councilmember Matthew Hartman
SECONDER:	Councilmember David Griggs
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.d. AB 132-2025 Purchase and Sale Agreement for Snohomish County Fire Protection District 17 Fire Station Property at 116 S Granite Avenue

MOTION:	Motion to authorize the City of Granite Falls to enter into a Purchase and Sale Agreement with Snohomish County Fire Protection District 17 for the acquisition of the fire station property located at 116 S. Granite Ave., Granite Falls, Washington, for the purchase price of One Million Three Hundred Fifty Thousand Dollars (\$1,350,000.00), for the purpose of renovating and operating the facility as a public Community Center, and to authorize the City Manager to execute the Purchase and Sale Agreement and all other necessary purchasing documents on behalf of the City.
MOVER:	Councilmember David Griggs
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.e. AB 133-2025 Purchase and Sale Agreement for Sale of City-Owned Vacant Property at 20013 Gun Club Road to Snohomish County Fire Protection District 17

MOTION:	Motion to authorize the City of Granite Falls to sell the City-owned vacant property located at 20013 Gun Club Road, Granite Falls,
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	Washington, to Snohomish County Fire Protection District 17 for the purchase price of Three Hundred Fifty Thousand (\$350,000.00), and to authorize the City Manager to execute the Purchase and Sale Agreement dated November 20, 2025, and all related and necessary purchasing, closing, and legal documents on behalf of the City.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Councilmember David Griggs
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.f. AB 134-2025 Interlocal Agreement for Use of City Community Center Building by Snohomish County Fire Protection District 17

MOTION:	Motion to authorize the City of Granite Falls to enter into an Interlocal Agreement for Use of City Building with Snohomish County Fire Protection District 17 for periodic use of the City's Community Center facility at 116 S. Granite Ave., and to authorize the City Manager to execute the Agreement on behalf of the City.
MOVER:	Mayor Pro Tem/Councilmember Tom FitzGerald
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.g. AB 135-2025 Acceptance of Three Transportation Improvement Board (TIB) Grant Awards for 2026 Transportation Projects and Authorization to Execute Grant Agreements

MOTION:	Motion to accept the three Transportation Improvement Board Grant Awards for the City of Granite Falls' 2026 transportation projects (2026 Crack Seal Project, 2026 Overlay Project, and 2026 Pedestrian Improvement Program Project), and to authorize the City Manager to execute all three Grant Agreements (2-P-820(012)-1, 2-P-820(013)-1, and C-P-820(002)-1) with the Washington State Transportation
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	Improvement Board on behalf of the City.
MOVER:	Councilmember Steven Glenn
SECONDER:	Mayor Pro Tem/Councilmember Tom FitzGerald
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.h. AB 136-2025 Consideration to approve agreement between Granicus and City of Granite Falls for implementation and annual subscription for SmartGov Permitting Module software.

MOTION:	Motion to approve the quote from Granicus for the implementation and annual subscription for SmartGov Permitting Module Software, and authorize the City Manager on behalf of the City, to execute a notice to proceed with Granicus contract pending.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

8. CURRENT BUSINESS

None.

Deputy City Manager Brent Kirk gave a lobbyist update on what the city lobbyists, John Coulton and Cameron Bailey, are currently working on for us. He asked if any councilmembers wanted to take a trip to Washington DC.

9. MAYOR'S COMMENT (5 MINUTES)

Mayor Matthew Hartman commented on the following:

- High school boys basketball game (last night)
- Friday at 5:30 p.m. and 7:00 p.m. Rudolph the Red-Nosed Reindeer

- Saturday, December 6th - Tree Lighting Festival 5:00 p.m.

10. COUNCIL COMMENTS (15 MINUTES)

Mayor Pro Tem Tom FitzGerald commented on the following:

- First wrestling meet today
- Girls Basketball games (Friday)
- Girls & Boys Basketball games (Saturday)
- Granicus (report)
- Granite Falls High School Football - will play one game in Hawaii next year

Councilmember Steven Glenn has ideas for our lobbyist. Will meet with Deputy City Manager Brent Kirk to discuss.

Councilmember David Griggs commented on the following:

- Tree Lighting and future growth of city property
- Wreaths Across America

Councilmember Bruce Straughn commented on the phrase "*Jaded and tainted by life*".

11. CITY MANAGER (5 MINUTES)

City Manager Jeff Balentine commented on the following:

- Flock cameras (work session item)
- All future work sessions (discussion only)
- Michael Wood (new employee WWTP)
- Annual Performance Reviews (city staff)
- WWTP update
- Changes to council chambers
- Fire Department burn (after new year)
- Nate Nehring meeting (O'Reilly Acres)
- Washington State Legislature

12. EXECUTIVE SESSION PER RCW 42.30.110(1)(G) TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE FOR (20 MINUTES)

9:35 PM -

MOTION:	Motion to recess into Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee for 20 minutes, starting
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	at 9:35 p.m.
MOVER:	Mayor/Councilmember Matthew Hartman
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

9:35 PM -

City Manager Jeff Balentine went to the council room doors, opened them, and said Executive Session was going to start.

9:55 PM -

Council exited Executive Session.

City Manager Jeff Balentine went to the council room doors, opened them, and said Executive Session was over.

13. ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 9:55 p.m.

City Clerk Darla Wilkins, MMC

Mayor Matthew Hartman



CITY COUNCIL AGENDA BILL

Subject: 4.b.

Originating Dept.: City Manager

Action Recommended: Approval of consent agenda

Approval(s): City Manager
Finance

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: \$985,026.93

BARS Code: 001 Current Expense = \$337,167.26

101 Streets = \$20,021.50

401 Water = \$37,083.64

402 Cif / Water = \$1,441.02

403 Sewer = \$116,191.20

404 Cif / Sewer = \$444,652.63

405 Storm Drainage = \$19,975.71

406 Cif / Storm Drainage = \$8,295.97

630 Trust Agency = \$198.00

Summary Statement:

Claims are for January 8, 2026 through January 21, 2026

Background:

Recommended Motion:

- 1) Motion to approve the claims as presented. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] claims and approve the minutes as amended.



CITY COUNCIL AGENDA BILL

Subject: 4.c.

Originating Dept.: City Manager

Action Recommended: Approval of consent agenda

Approval(s): City Manager
Finance

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: \$174,834.83

BARS Code: 001 Current Expense = \$71,576.55

101 Streets = \$14,839.85

401 Water = \$25,953.27

403 Sewer = \$55,617.11

405 Storm Drainage = \$6,848.05

Summary Statement:

Payroll claims are for December 16, 2025 through December 31, 2025.

Background:

Recommended Motion:

- 1) Motion to approve the claims as presented. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] claims and approve the minutes as amended.



CITY COUNCIL AGENDA BILL

Subject: 5.a.

Originating Dept.: City Council

Action Recommended:

Approval(s):

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s):

1. COGF Passport PnL

Budgeted Amount:

BARS Code:

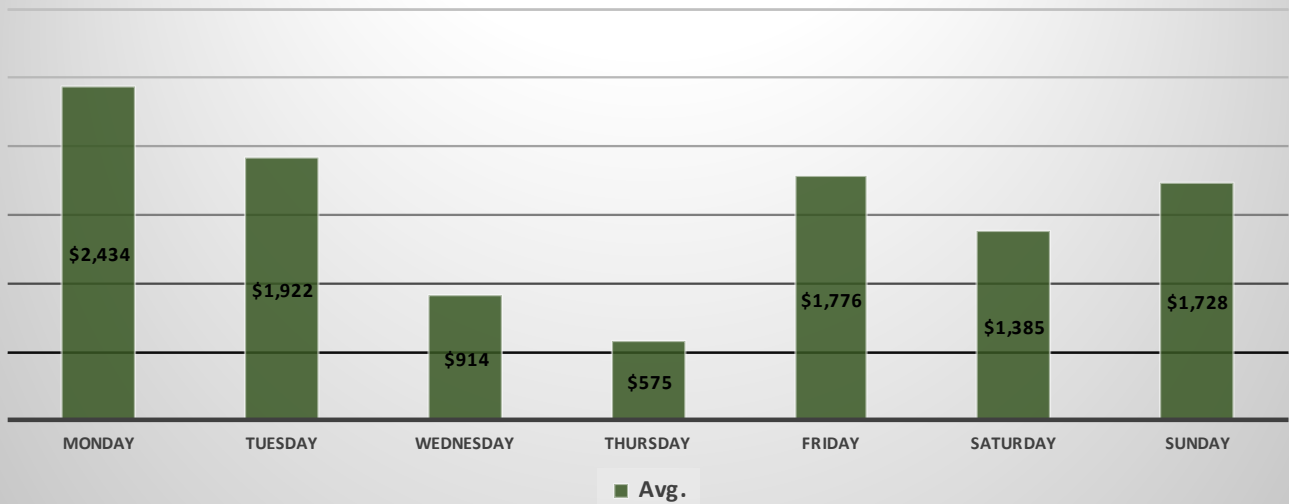
Summary Statement:

Background:

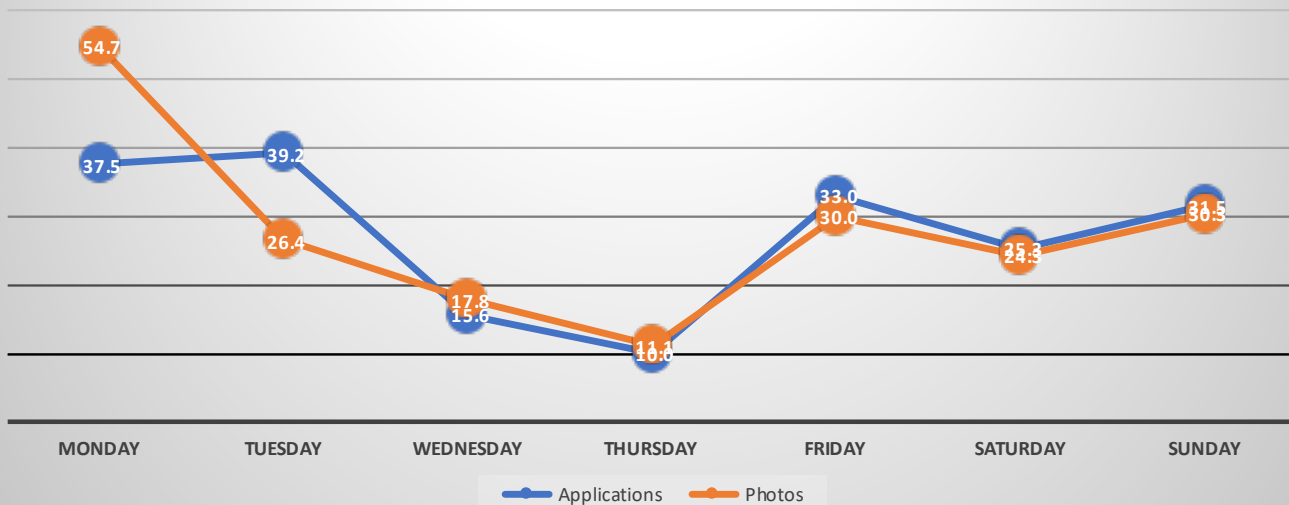
Recommended Motion:

As of January 14, 2026

30-day Statistics By Day



30-day Application & Photo Processing By Weekday



	Revenue since 6-6-2022	Revenue YTD 2026	Gross Margin YTD 2026	
Total Revenue (since 6-6-2022)	\$ 1,232,352.35	\$ 27,835.00	\$ 15,419.87	
30-day Annualized Revenue Trend	\$ 725,698.21		55.4%	
	Gross Margin	% Sales	Tracking v Budget	Revenue Change v prior year
Total Gross Margin (since 6-6-2022)	\$ 547,169.43	44.4%	\$ 469.51	\$ (4,999.40)
30-day Annual Projected Gross Margin	\$ 402,017.95	55.4%	3.8%	-15.2%
	# Processed	Last 30 day Avg. per day	Break Even	
Total Passport Applications Processed	36,190	27.4	15.7	
Total Passport Photos Taken	33,022	27.4	14.3	



CITY COUNCIL AGENDA BILL

Subject: 5.b.

Originating Dept.: Planning Department

Action Recommended:

Approval(s):

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s):

1. 01.21.2026 Planning Staff Report

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:



CITY COUNCIL STAFF REPORT

To: Mayor and City Council

From: Amy Hess, Planning Director

Department: Planning and Community Development

Date: January 21, 2026

Subject: Planning Department Update

1. UPDATES

Staff continues to work with SmartGov on permitting software build-out. Meetings are taking place weekly to keep pace with the accelerated implementation plan.

2. DEVELOPMENT ACTIVITY

Development activity remains minimal, with the sewer moratorium still in place, though an increase in inquiries has been seen as we near the lift date. Staff has been contacted by one applicant that will be submitting an application for a subdivision on February 2nd.

3. PERMITS ISSUED

Applicant Name	Address	Type of Work
Snohomish County Dept. of PW	20221 Gun Club Road	Installation of pre-fab Metal building for parking
A-Z Transmission	105 S. Indiana Ave	Wall Sign
Prichor Tech	110 S. Kentucky Ave	1.5' deep side sewer repair and clean-out install
Diana Johnson	210 Meadow Lane	Residential Gas furnace replacement and AC install

4. LONG-RANGE PLANNING

Work continues on the Parks Recreation and Open Space (PROS) Plan, which is a policy document that will align with the goals and policies of the Comp Plan, with anticipated completion in late February. Once in place, this document will support efforts to obtain funding for priority projects.

Research on updating the Park Impact Fee is underway.

Overall review of Title 19 will be ongoing to identify areas in need of refinement and revision, with staff working to create a prioritized list and work plan.

5. POLICY AND PROCESS IMPROVEMENTS

Updating of processes and procedures as well as submittal checklists, continues. These will be tailored to include use of the new system. With the implementation of SmartGov, it is anticipated that we will see many efficiencies in the permit routing/review process.

6. UPCOMING PRIORITIES

In 2026 Q1, the Planning Department will focus on:

- Development and launch of the online permitting system (expected roll-out is March).
- Training new staff on permit processing.
- Updating forms, checklists, and processes to align with the new permitting software and permit review.
- Continued efforts to update the code to not only ensure compliance with state legislation, but also to thoughtfully and responsibly guide new growth and development.
- Updating Park Impact Fee
- Identify processes that can go paperless.

7. SUMMARY

Staff has been preparing for the moratorium being lifted, implementation of the new permitting software, and various code updates. Once the new software is in place, staff

will continue to work to fine-tune it and ensure it is aligning with goals of streamlining and creating efficiencies in the overall permitting process.

Staff is working to identify priorities for 2026, including code revision, staff training, streamlining processes, and a move towards paperless processes.



CITY COUNCIL AGENDA BILL

Subject: 5.c.

Originating Dept.: City Clerk

Action Recommended:

Approval(s): City Clerk

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s):

1. 01-21-2026 City Clerk Report

Budgeted Amount:

BARS Code:

Summary Statement:

Staff Report

Background:

Recommended Motion:

City Clerk Staff Report January 21, 2026

Business Licenses (Inside City):

LD Precision Tile (LD Tiles LLC)

709 N. Indiana Ave.

Granite Falls, WA 98252-8640

Business license application is for: Tile setting

Business Licenses (Outside City):

Rivas Plumbing LLC

303 SW 305th St.

Federal Way, WA 98023-3950

Business license application is for: Plumbing-install, repair, plumbing fixtures, parts and supplies

Savana Nieman

1930 238th Ave. NE

Granite Falls, WA 98252-6000

Business license application is for: Bakery, retail

LC Builders LLC

7906 49th St. NE

Marysville, WA 98270-6083

Business license application is for: Construction; cleanup, estimates, demolition, contractor

Mehrer Drywall, Inc.

2657 20th Ave. W.

Seattle, WA 98199-2907

Business license application is for: Drywall

L1 Restorations, Inc.

8503 NE 152nd St.

Kenmore, WA 98028-4743

Business license application is for: Mold remediation, emergency water clean-up, crawl space cleanup/moisture control, HVAC cleaning

Seward and Sons LLC

14301 150th St. NE

Arlington, WA 98223-6651

Business license application is for: Remodeling, construction, handyman, home renovation



CITY COUNCIL AGENDA BILL

Subject: 5.d.

Originating Dept.: Public Works

Action Recommended:

Approval(s):

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s):

1. PublicWorksStaffReport 1-21-26

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:

Public Works Staff Report

January 21, 2026

STREETS

Staff submitted a work aid request to the Snohomish County Public Works Roads crew for street striping. Upon submission, County staff reviews the request and provides a cost estimate. If approved, the striping is anticipated to occur in mid to late July.

STORMWATER

Staff is working with residents on the low-impact development project. Several issues have been identified, including existing fences encroaching into the right-of-way, vegetation that will need to be removed, and some challenging parking constraints. Gray & Osborne is targeting February to submit plans to the Department of Ecology for review, with project bidding anticipated in March of this year.

Work has begun on the Stormwater Annual Report. This report summarizes the previous year's efforts and overall permit compliance with required milestones. The report is due by March 31.

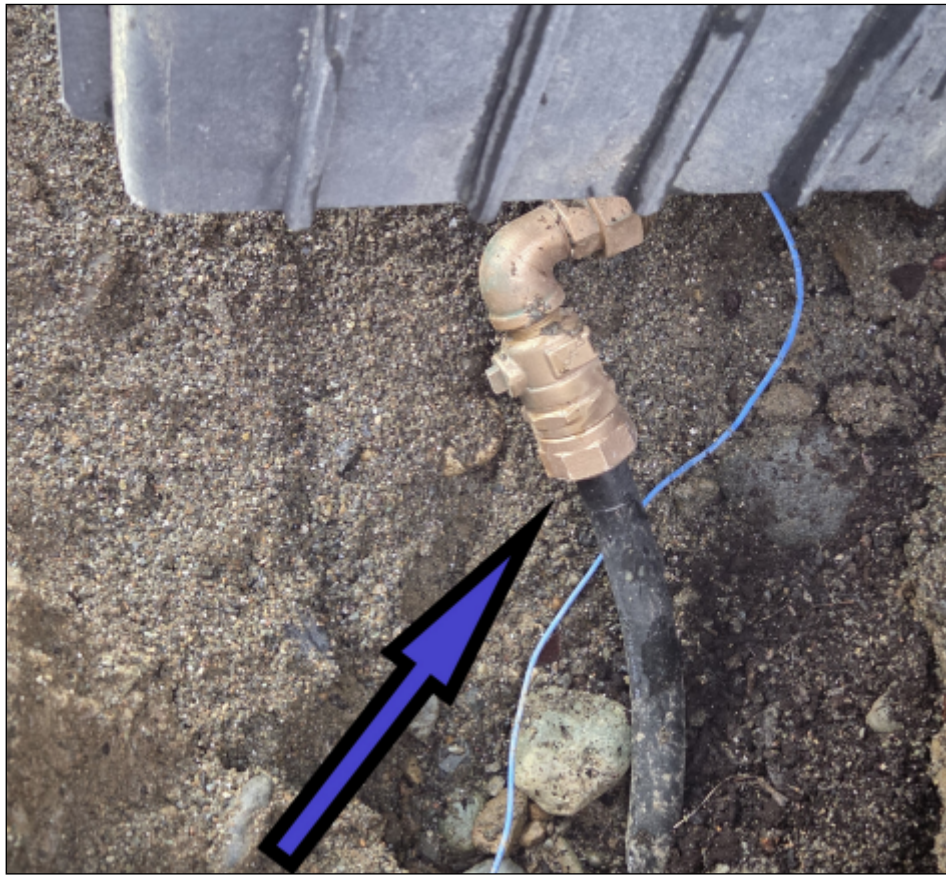
MISC.

An order was placed with the Christmas tree supplier for an additional 24-inch section. In 2026, the overall height of the tree (excluding the platform) will be 22 feet. The tree was originally purchased at a height of 16 feet.

The Department of Labor & Industries conducted boiler inspections. These inspections occur every three years, and during this visit, inspectors examined the hot water tanks due to the absence of City-owned boilers.

WATER

Public Works responded after hours to a reported water leak in the 9700 block of Hawkins Avenue. Upon arrival, staff confirmed the leak and excavated the affected area. A temporary repair was installed to restore water service to the customer and surrounding area. Permanent repair parts have since been received. Notice will be issued for a planned water outage on January 21, 2026, between 9:30 a.m. and 1:00 p.m. to complete the final repairs. It is believed the compression fitting (pictured below) failed, resulting in the leak. Line pressure in this neighborhood is approximately 106 psi.



Water lines were flushed along the 300–500 block of West Wallace Street to remove sediment. This work was completed to support on-site flushing at the wastewater treatment plant by the contractor, helping to clear rocks and potential construction debris.

Staff will begin preparing the Water Use Efficiency Report, which is submitted annually to the Washington State Department of Health. The report documents conservation efforts and system leakage. All Group A water systems are required to submit a water loss plan if the rolling three-year average exceeds 10 percent. The current rolling average for Granite Falls is 2.9 percent.



CITY COUNCIL AGENDA BILL

Subject: 5.e.

Originating Dept.: Consultant Police Chief

Action Recommended:

Approval(s):

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s):

1. 2025 PD Report

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:



City of Granite Falls In Partnership with Snohomish County Sheriff's Office



Sheriff Susanna Johnson

City Manager Jeff Balentine

City of Granite Falls

2025 Annual Law Enforcement Report

Presented to City Council

Overview of Calls for Service

In 2025, the Granite Falls contract experienced an overall reduction in calls for service (CFS), reflecting a continued trend toward stabilization following previous years of elevated activity. Total calls declined by approximately **10 percent**, decreasing from **10,753 CFS in 2024 to 9,770 CFS in 2025**.

Historically, the summer months remain our highest call-volume period. While this trend continued in 2025, summer activity was significantly reduced. Summer calls dropped from **3,867 in 2024 to 2,728 in 2025**, representing a **17 percent decrease**. Within the city limits specifically, deputies handled **5,871 CFS in 2025**, down from **6,264 CFS in 2024**.

This reduction in overall call volume provided opportunities for deputies to engage in proactive policing efforts; however, as outlined below, some increases in specific call types required careful balancing of resources.

School-Related Activity and Youth Engagement

Despite the overall decline in CFS, **school-related activity increased in 2025**. When reviewing aggregate data, school calls rose by approximately **23 percent**. A closer examination shows that this increase was driven primarily by a significant rise in **proactive school visits**, which increased by **70 percent**, from **36 visits in 2024 to 120 visits in 2025**.

Importantly, **actual calls for service at area schools decreased by 17 percent**. This reduction is attributed to increased deputy presence, relationship-building with students, and a shift among new school administrators toward handling routine discipline internally rather than involving law enforcement.

While this proactive approach has positively impacted school environments and overall community wellness, it has also required deputies—particularly on dayshift—to spend more time off the roadway. This continues to create tension between proactive engagement and reactive patrol coverage. The data reinforces the ongoing need for a **designated School Resource Officer**, who could maintain consistent school presence without reducing general patrol availability.

The relationships built within the schools have proven valuable beyond campus boundaries. Deputies were better able to identify juveniles involved in, or connected to, non-school-related incidents, demonstrating the broader public safety benefits of sustained youth engagement.



City of Granite Falls In Partnership with Snohomish County Sheriff's Office



Sheriff Susanna Johnson

City Manager Jeff Balentine

Animal Control and Quality-of-Life Issues

Animal control complaints increased in 2025 compared to the previous two years. Deputies responded to **96 animal-related calls for service within the city**, including **three dangerous dog investigations**:

- One investigation was determined to be unfounded.
- In a second case, the victim chose not to pursue the complaint, and the case was closed.
- In the third case, the dog owner acknowledged the animal was dangerous and voluntarily removed the dog from the city, relocating it to a county jurisdiction in Everett.

These incidents highlight both increased reporting and the continued importance of deputy involvement in quality-of-life enforcement.

Property Crimes

Burglaries in 2025 remained consistent with the previous year, with **eight reported cases**. The most significant incident was the **January burglary at Miller Shingle Company**. While the case was successfully solved, only a limited portion of the stolen property was recovered.

The suspect in this case was concurrently under investigation by multiple agencies, had been involved in several pursuits, and remained active for months before the courts ultimately imposed a substantial bond, resulting in his detention. This case underscores ongoing regional challenges related to repeat offenders and judicial timelines.

Auto theft continued to trend downward. Deputies took **eight auto theft reports in 2025**, compared to **10 in 2024 and 15 in 2023**. This reduction is attributed to a combination of updated pursuit laws, the use of **FLOCK Automated License Plate Reader technology**, and ongoing community outreach. Steering wheel locks remain available to residents as a preventative measure.

Vehicle recoveries within the city declined sharply (**4 in 2025**, compared to **12 in 2024 and 22 in 2023**), a trend mirrored across the broader region.

Crimes Against Persons

Assault calls not involving domestic partners decreased significantly in 2025, dropping by nearly **70 percent** compared to 2024. Domestic-related assault calls remained essentially unchanged (**83 in 2025 versus 82 in 2024**). Harassment calls were slightly lower than 2024 and remained consistent with multi-year averages.



City of Granite Falls In Partnership with Snohomish County Sheriff's Office



Sheriff Susanna Johnson

City Manager Jeff Balentine

Behavioral Health, Welfare Checks, and Suicide-Related Calls

Behavioral health-related calls (BHC), welfare checks, and suicide-related incidents continue to be a significant workload component. While 2024 appeared to be a comparatively low year, **2025 activity returned to levels consistent with 2023.**

- Behavioral health calls increased by nearly **65 percent** compared to 2024.
- Welfare checks increased by approximately **55 percent**.
- Suicide-related calls rose by approximately **18 percent**.

In response, deputies initiated **more Involuntary Treatment Act (ITA) referrals in 2025 than in prior years**, ensuring individuals in crisis were connected with appropriate services. The goal remains to proactively intervene through welfare checks and behavioral health responses to prevent suicide and long-term harm.

Traffic Safety and DUI Enforcement

Traffic collisions declined slightly in 2025 compared to 2024, though totals remained higher than in 2023 (**95 in 2025, 105 in 2024, and 71 in 2023**).

DUI arrests continued a multi-year downward trend, with **11 DUI arrests in 2025**, compared to **14 in 2024 and 18 in 2023**. Alcohol remains the primary factor in DUI cases. It is important to note that current legal requirements mandate deputies offer the least invasive method for measuring blood alcohol concentration. Breath tests do not detect cannabis or other drugs, and if alcohol impairment thresholds are met, further drug investigation is not pursued per court rulings.

Abandoned Vehicles and Code Enforcement

Abandoned vehicle complaints rose in 2025. While the number increased from 2024, totals were consistent with prior years. This rise is attributed to increased reporting from the public, enhanced deputy vigilance during routine patrols, and the implementation of updated city code provisions, which will assist with persistent offenders and long-term compliance.



City of Granite Falls In Partnership with Snohomish County Sheriff's Office



Sheriff Susanna Johnson

City Manager Jeff Balentine

Administrative Operations and Staffing

The departure of our longtime office staff member, Nancy, required the temporary closure of the Granite Falls office from **May through July**. In late 2025, we were fortunate to hire **Sarah**, who has proven to be an exceptional addition as Law Enforcement Secretary and office manager.

Sarah quickly restored office operations and expanded public access to services. She is proficient in Concealed Pistol License (CPL) processing and fingerprinting and increased availability for these services from **two days per week to four days per week**.

In 2025:

- **43 new CPLs** were processed
- **46 CPL renewals**
- **3 replacement CPLs**
- **19 fingerprinting services**
- **154 infractions processed, with 32 paid directly to the violation bureau**

Staffing Changes and Looking Ahead

Deputy Sicilia has elected to leave the Granite Falls contract effective **February 1**. In response, **Deputy Thorne will transition to dayshift**, and **Deputy Graver will assume nightshift duties**, working Wednesday through Saturday. We look forward to Deputy Graver's continued professional growth within the contract.

Closing

The success of law enforcement services in Granite Falls is directly tied to the partnership between deputies, city staff, the City Council, and the community. On behalf of the Granite Falls contract team, I would like to thank all of you for your continued support throughout 2025. We look forward to building on these efforts and continuing to serve the community effectively in 2026.

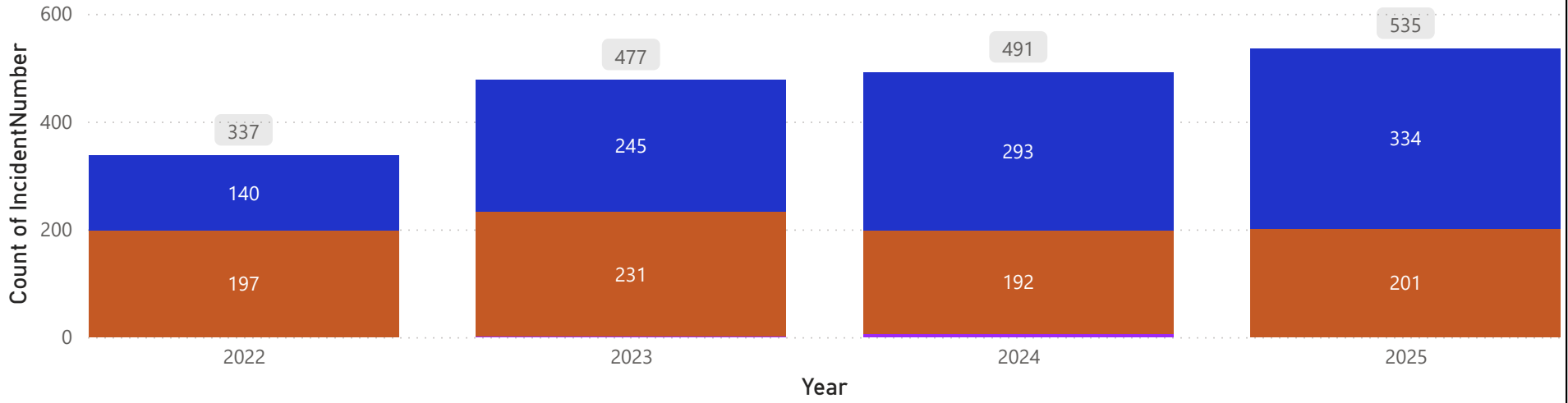
Respectfully,

Chief Dalton



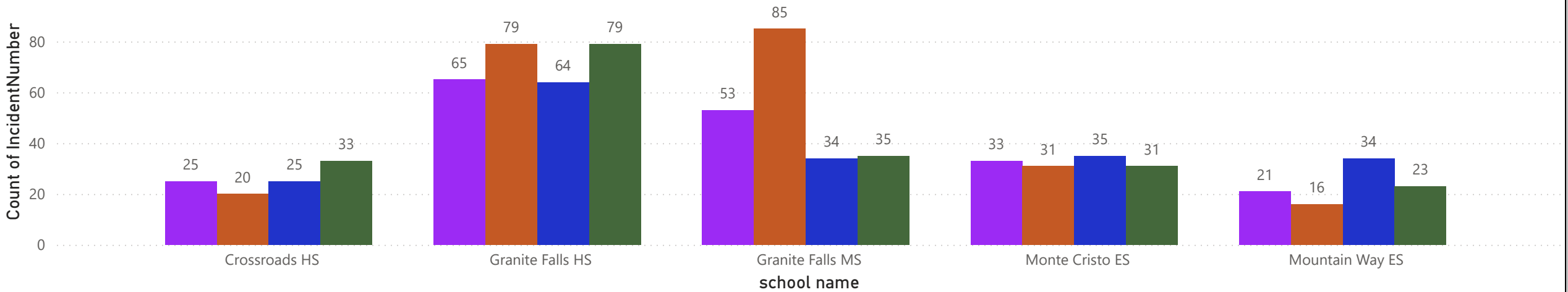
School District Calls For Service

Call Origination (Blank) 911 call Officer-Initiated

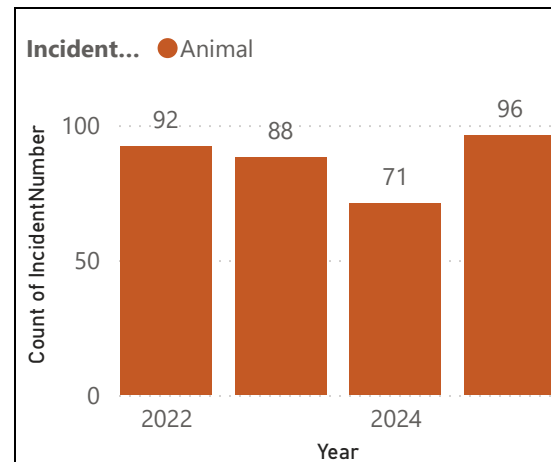
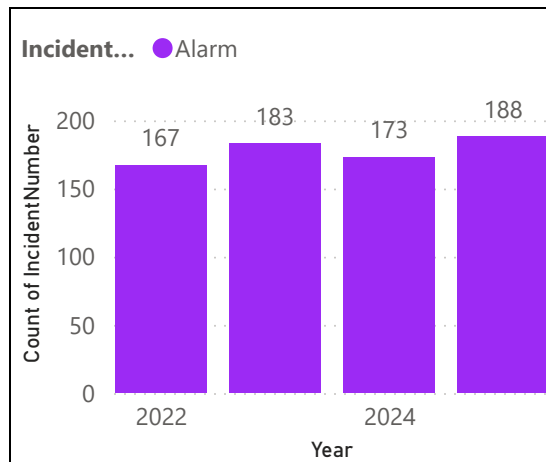
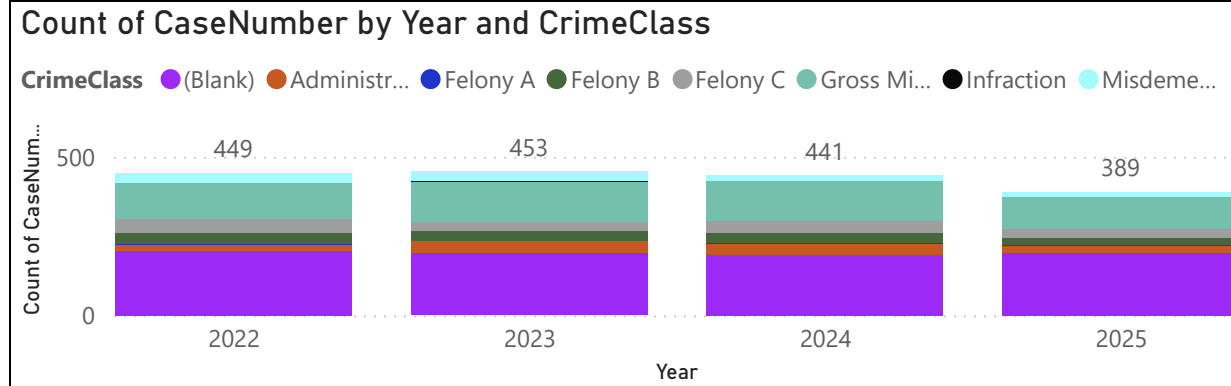
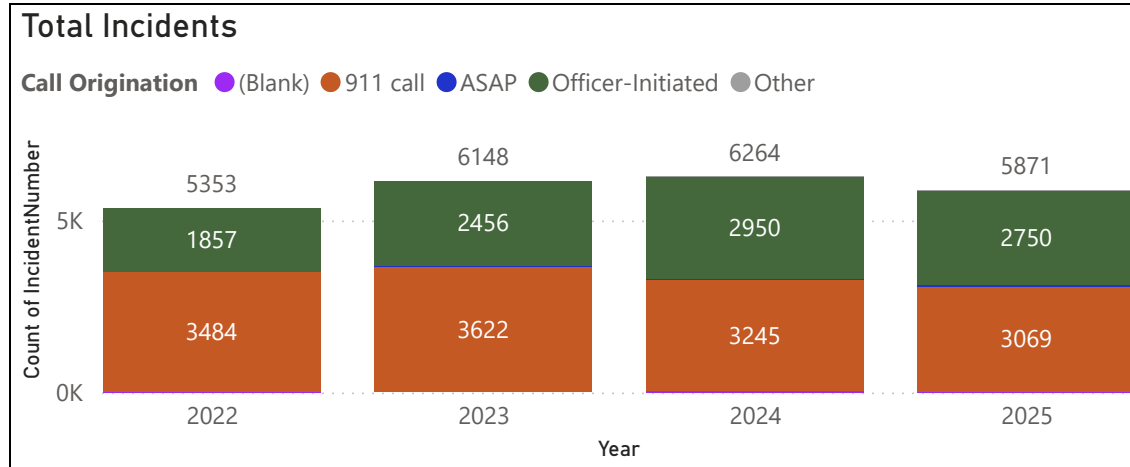


Calls to 911 by School, by Year

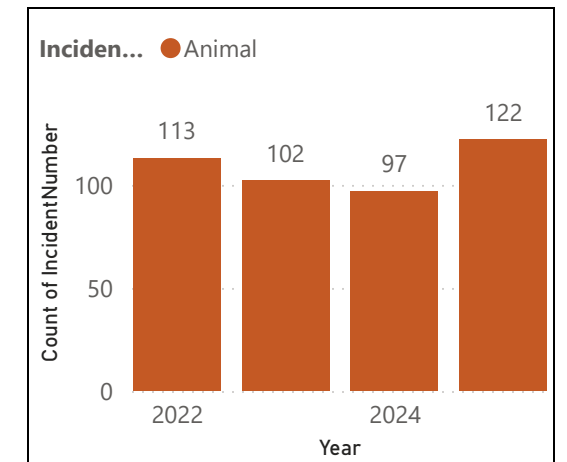
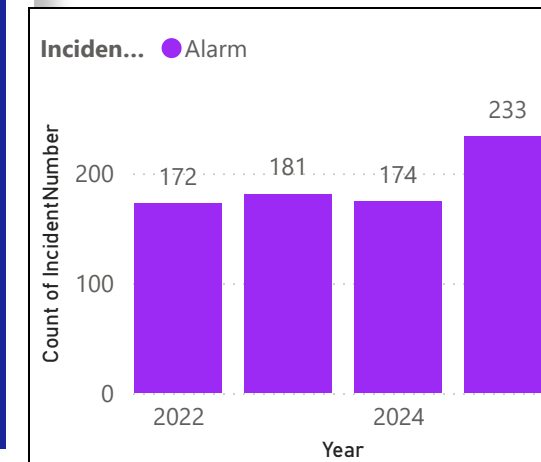
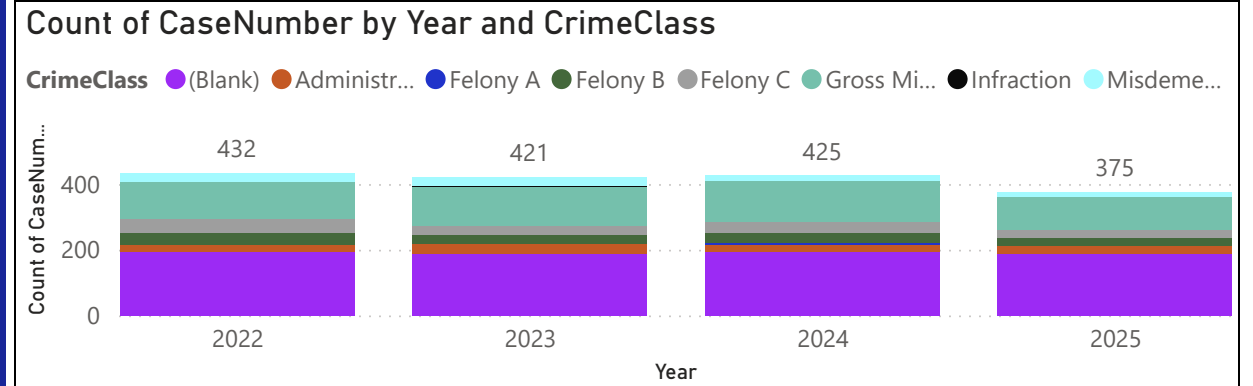
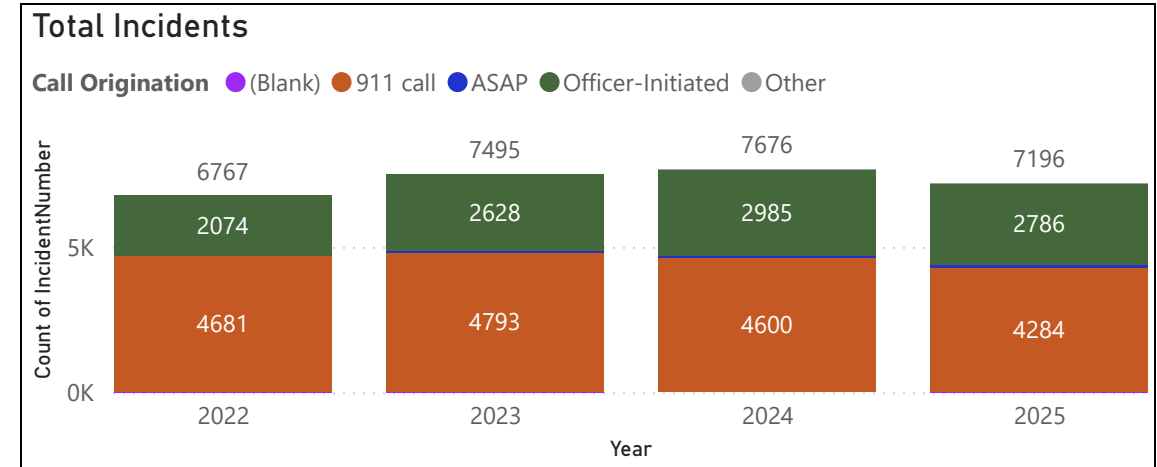
Year 2022 2023 2024 2025



IN THE GRF BEAT



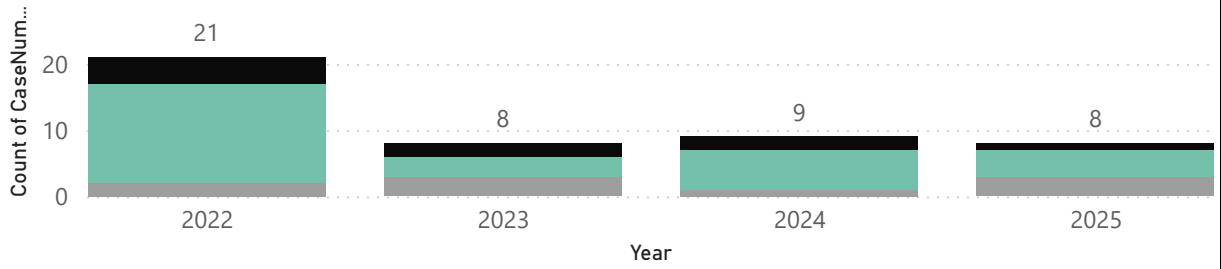
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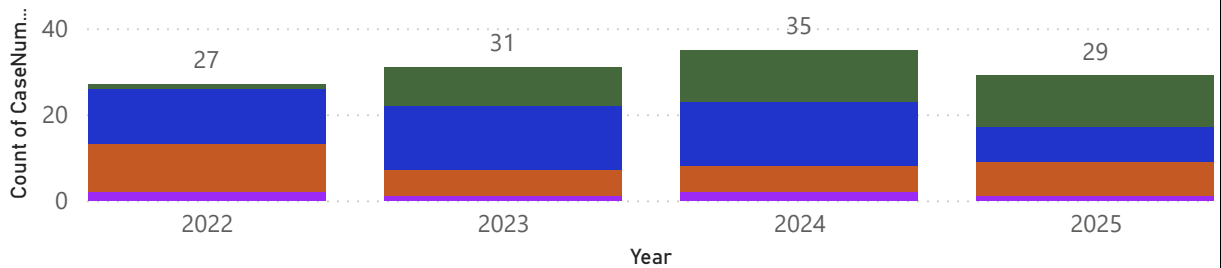
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Theft Cases

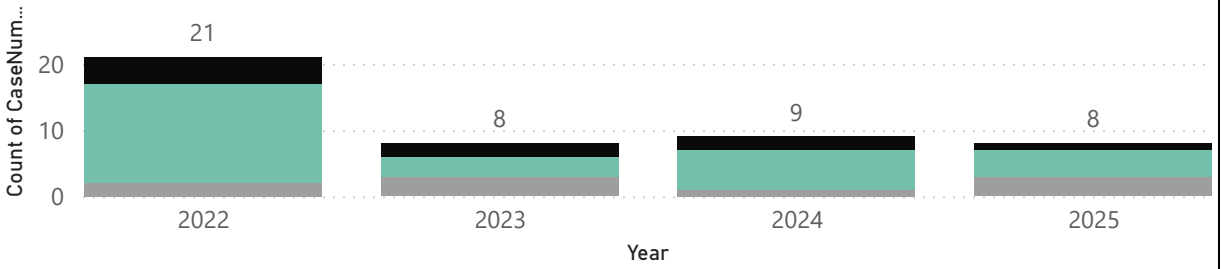
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ANSWERED BY GRF ORI

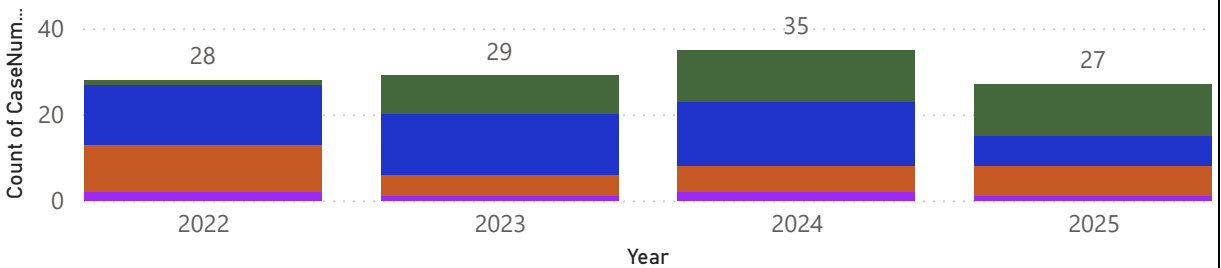
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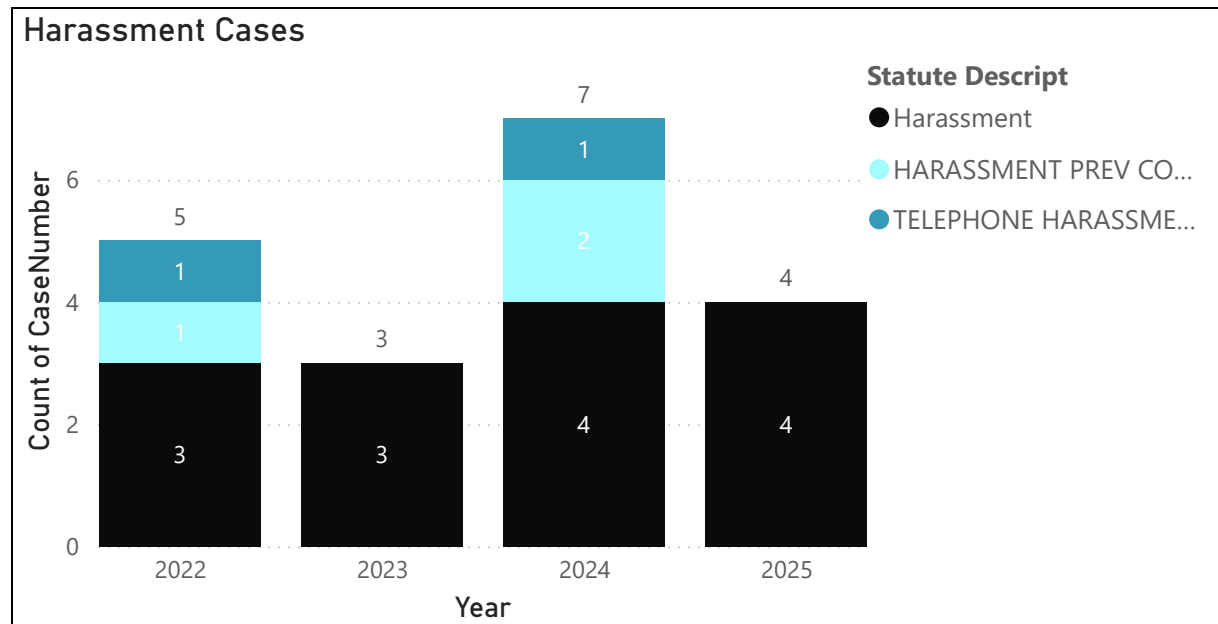
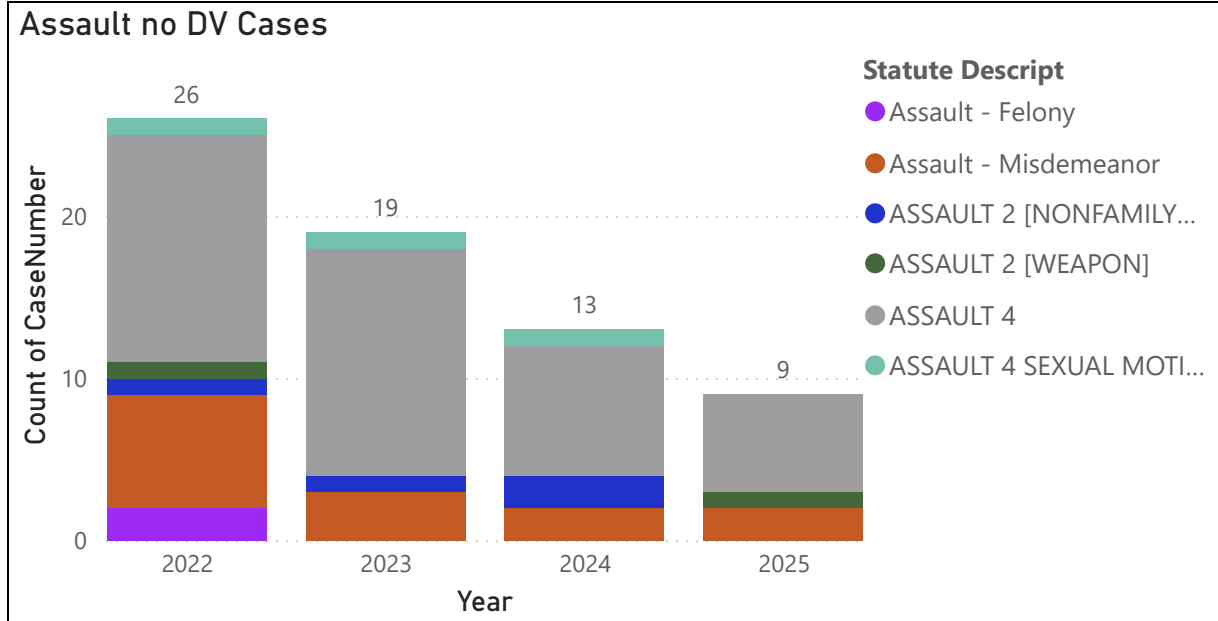


Theft Cases

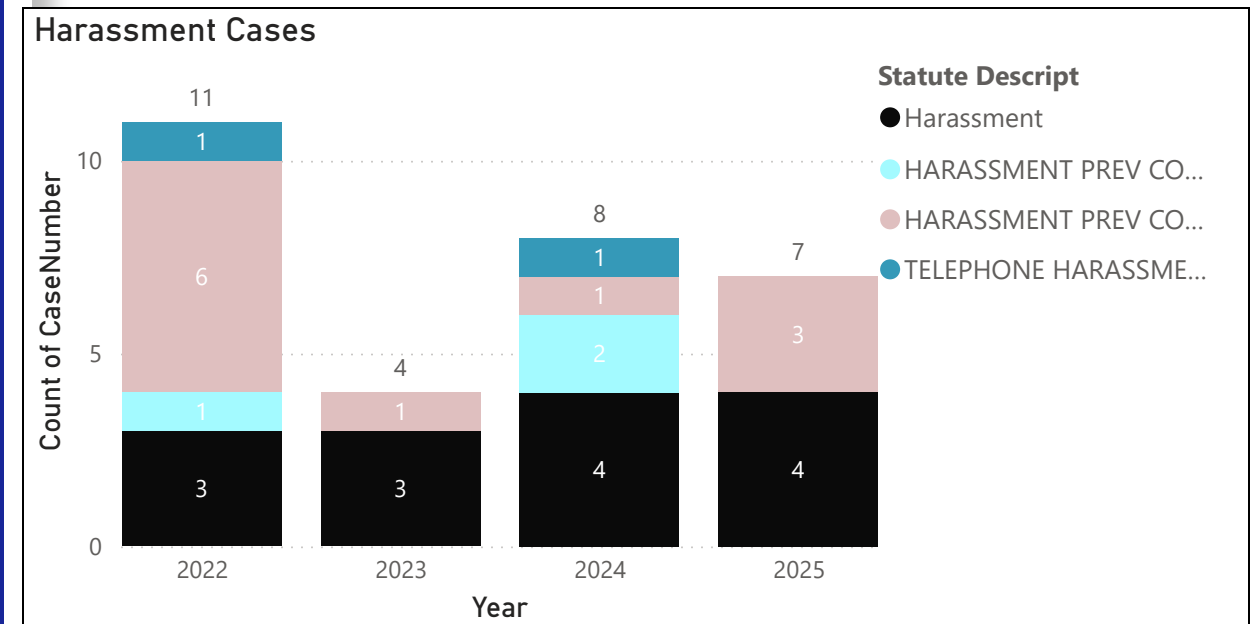
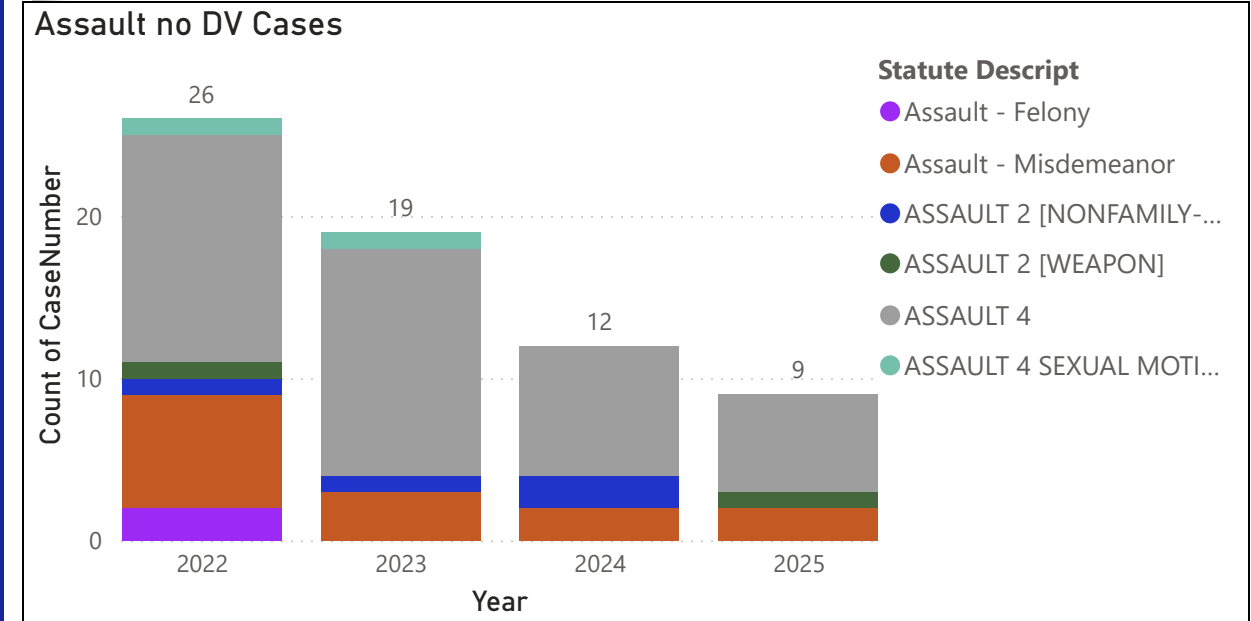
SNOSTAT Group ● Theft 1 ● Theft 2 ● Theft 3 ● Theft 3 Shoplifting



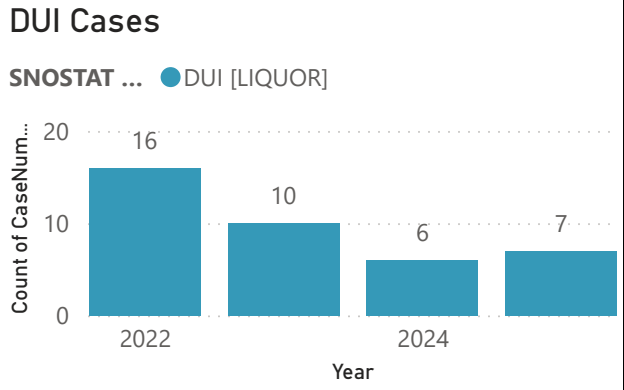
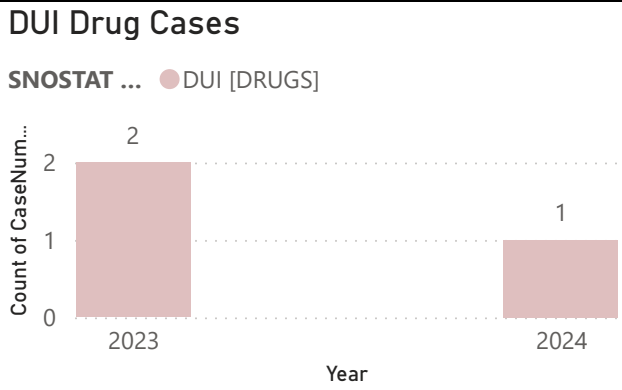
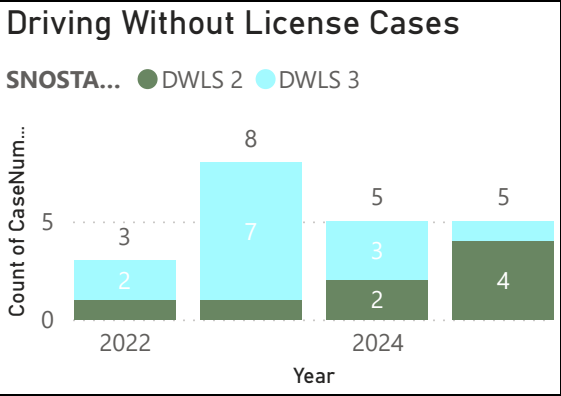
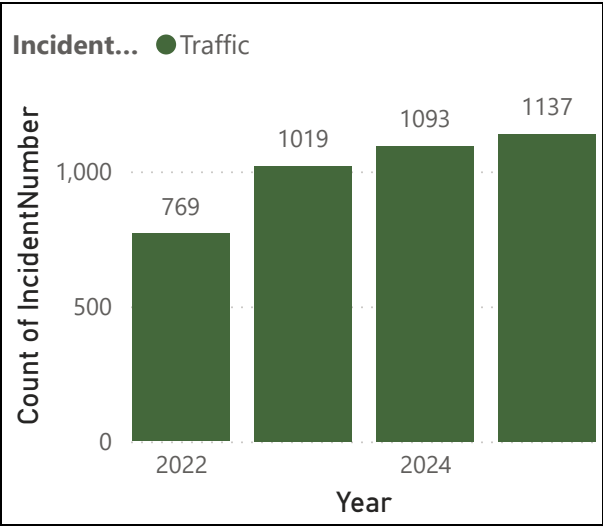
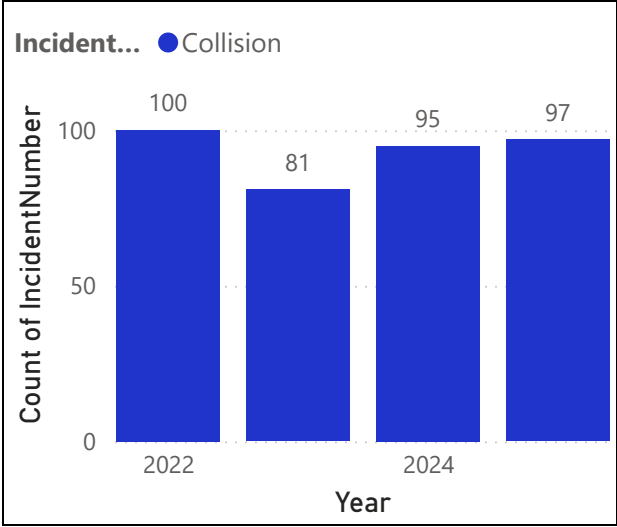
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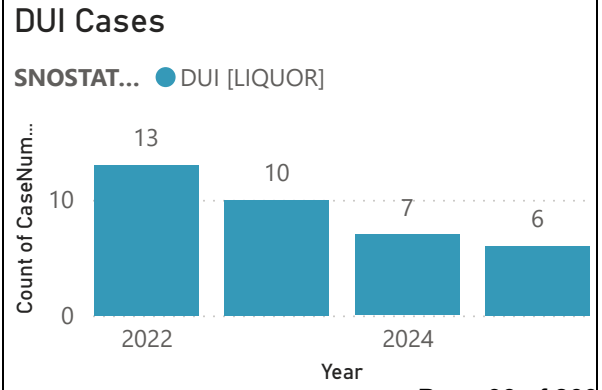
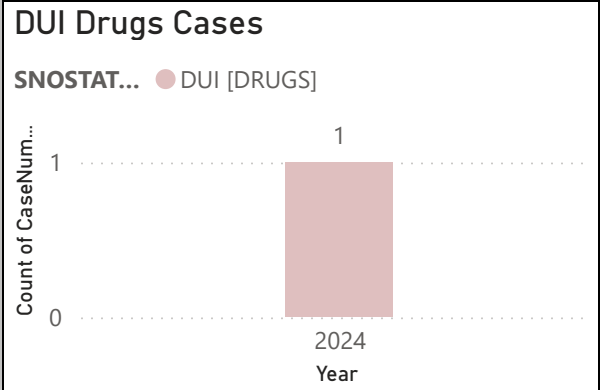
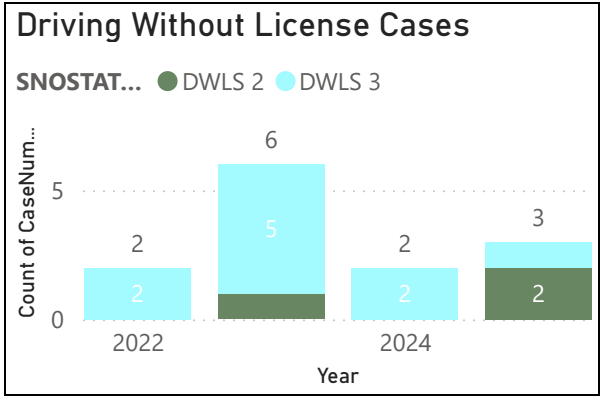
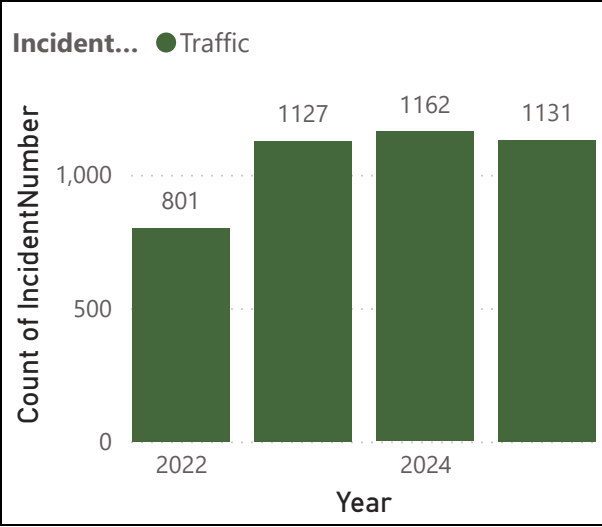
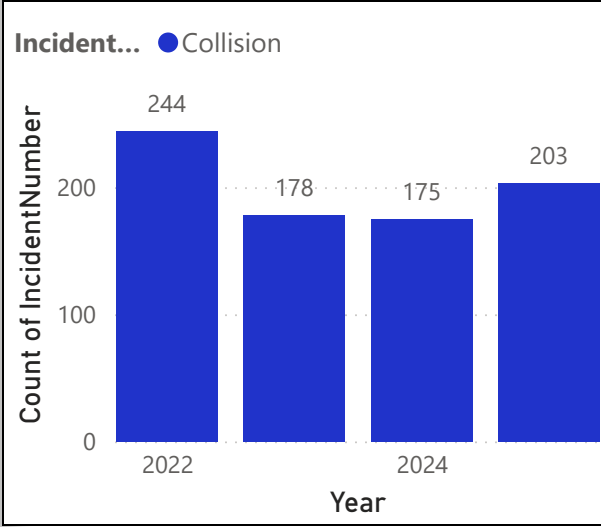
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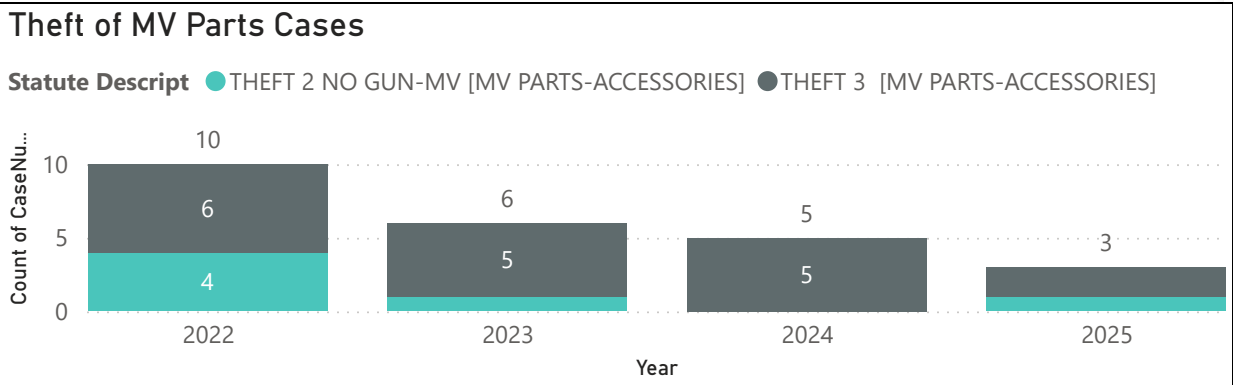
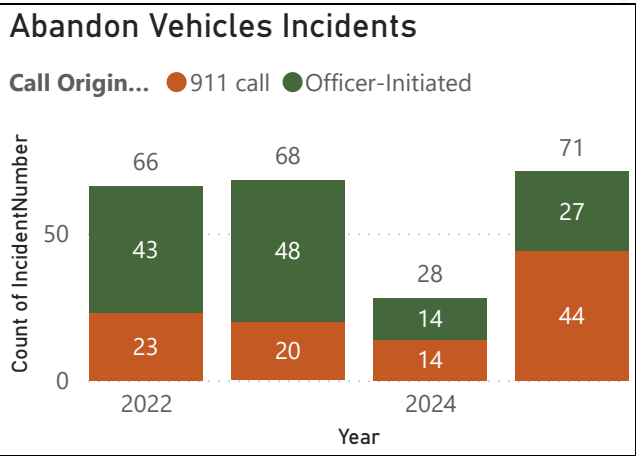
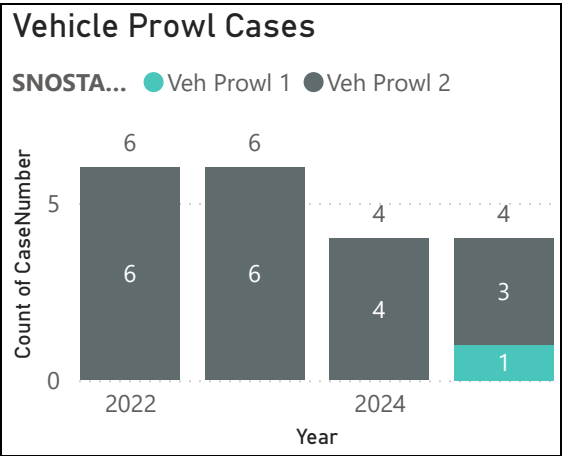
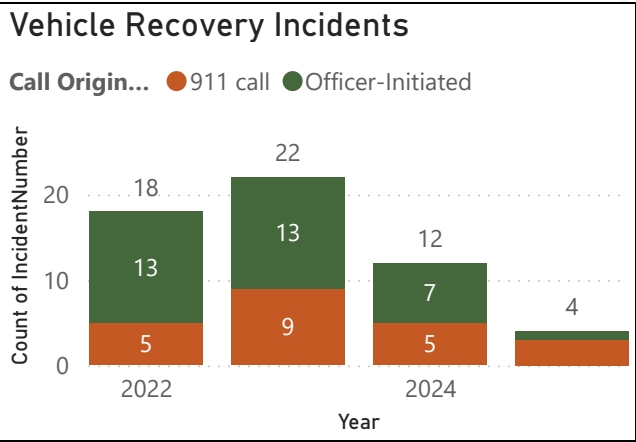
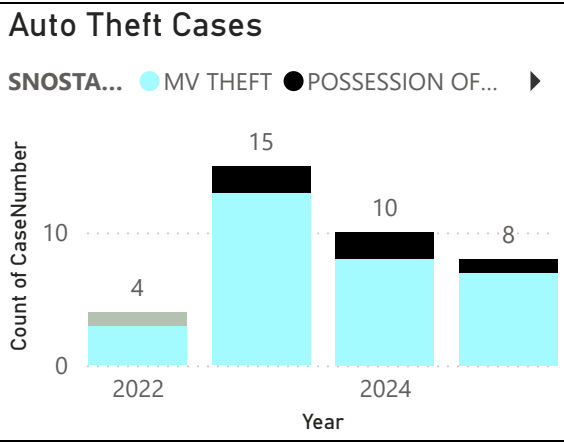
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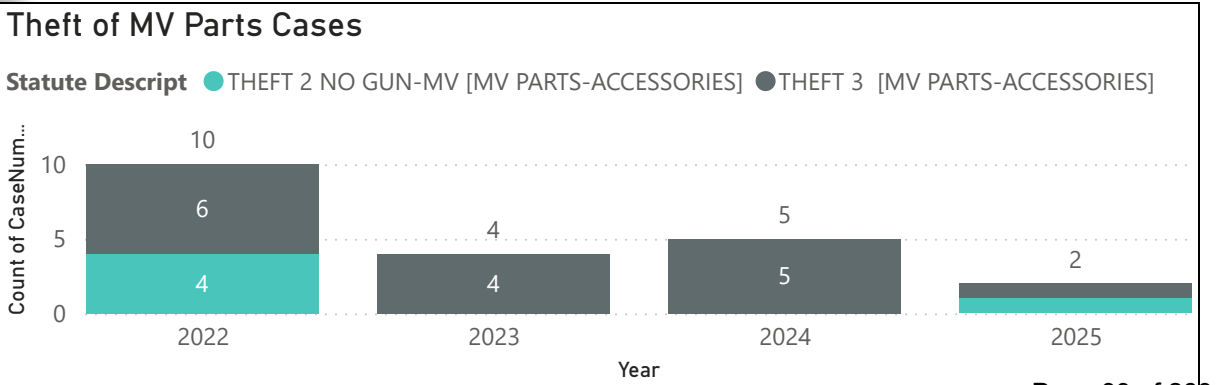
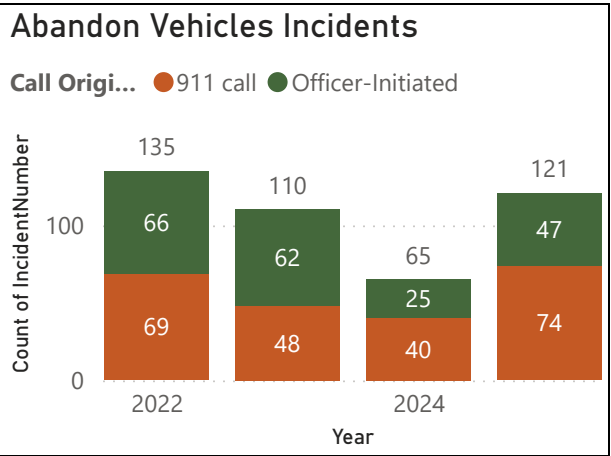
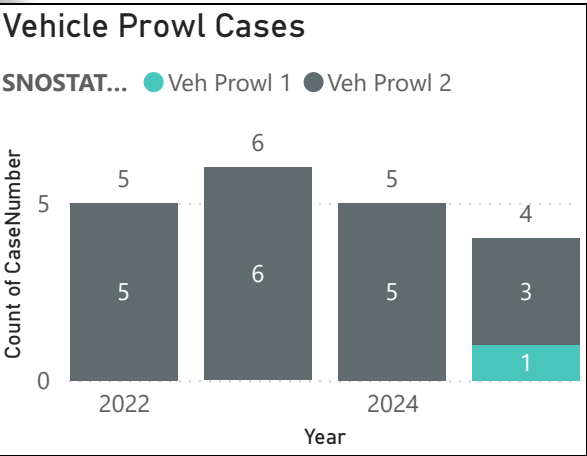
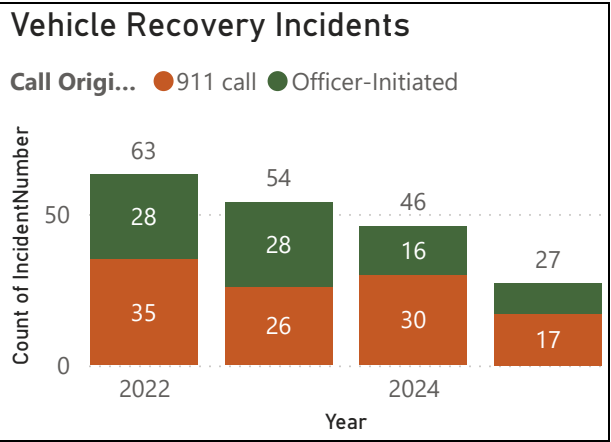
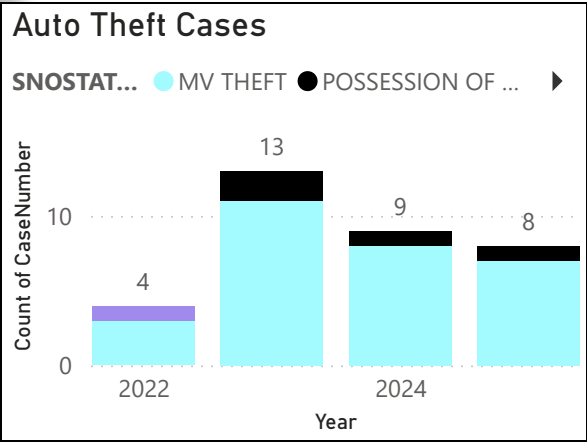
ANSWERED BY GRF ORI



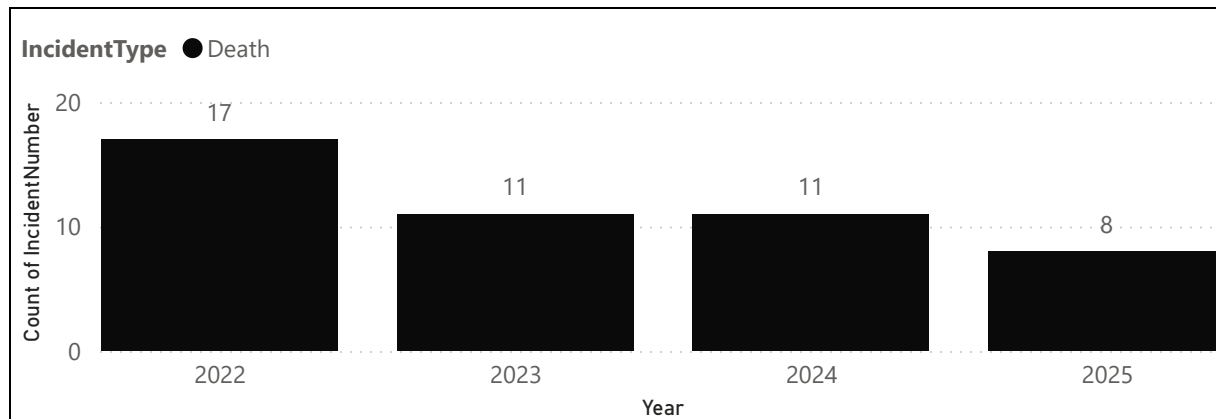
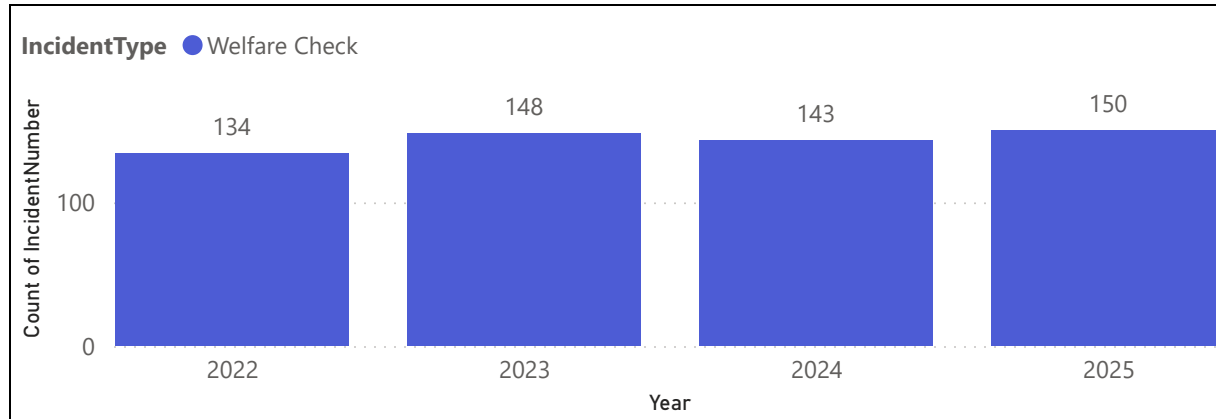
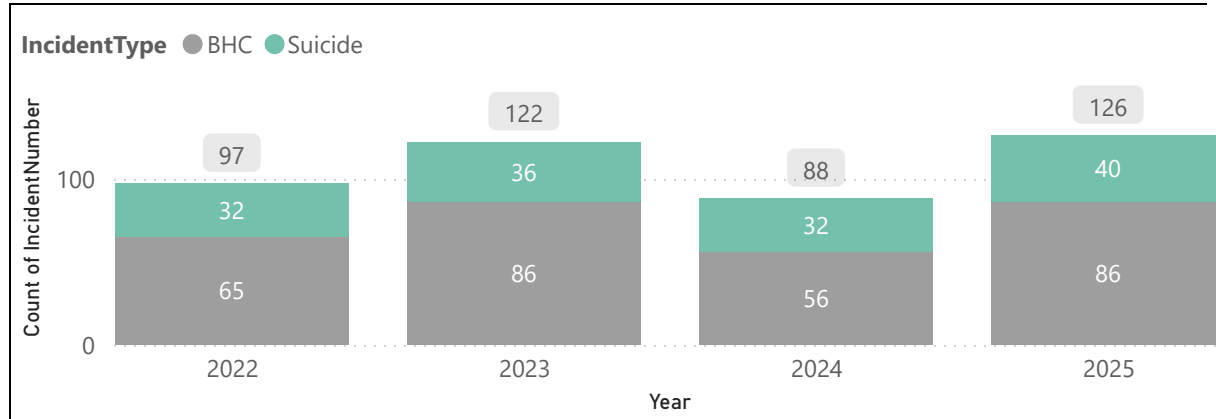
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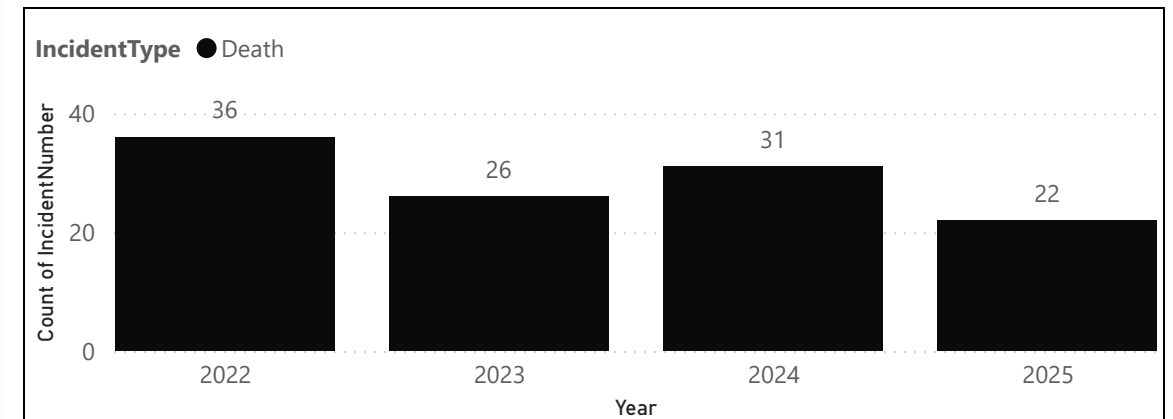
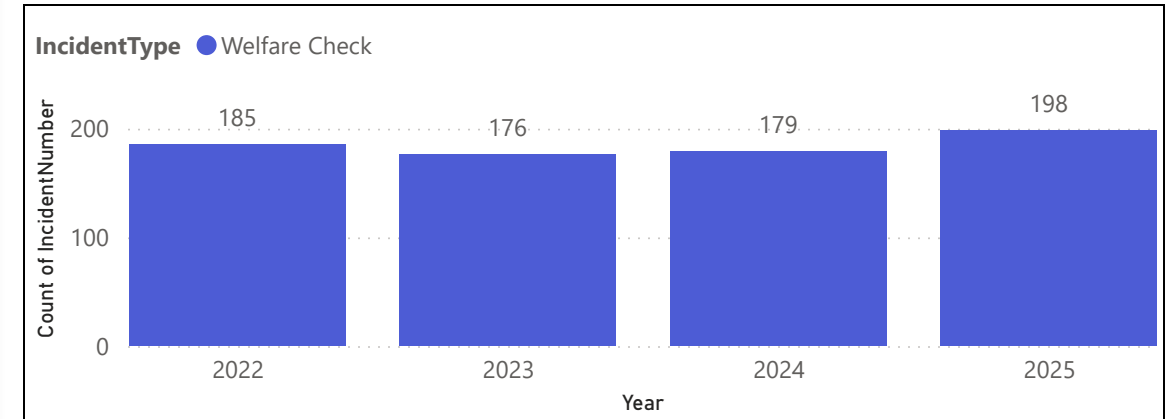
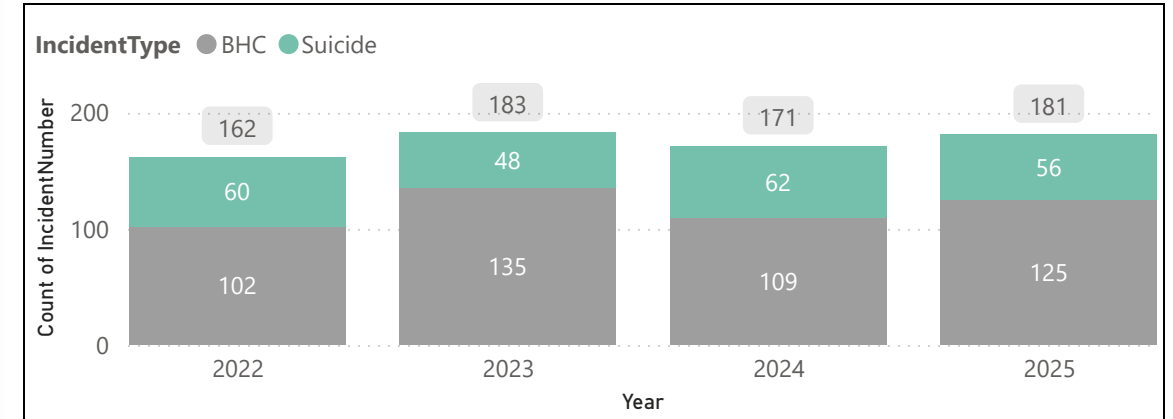
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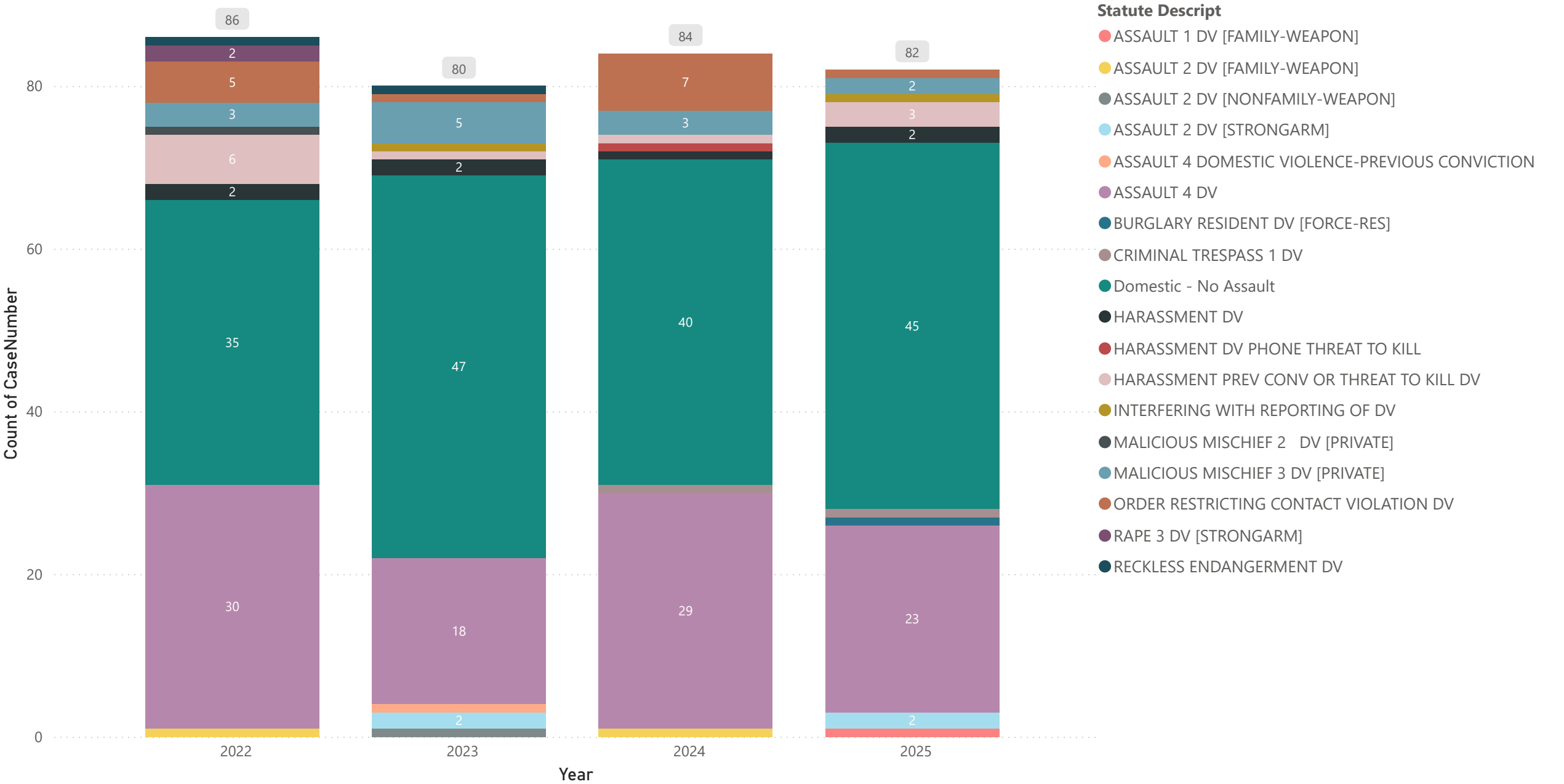


ANSWERED BY GRF ORI



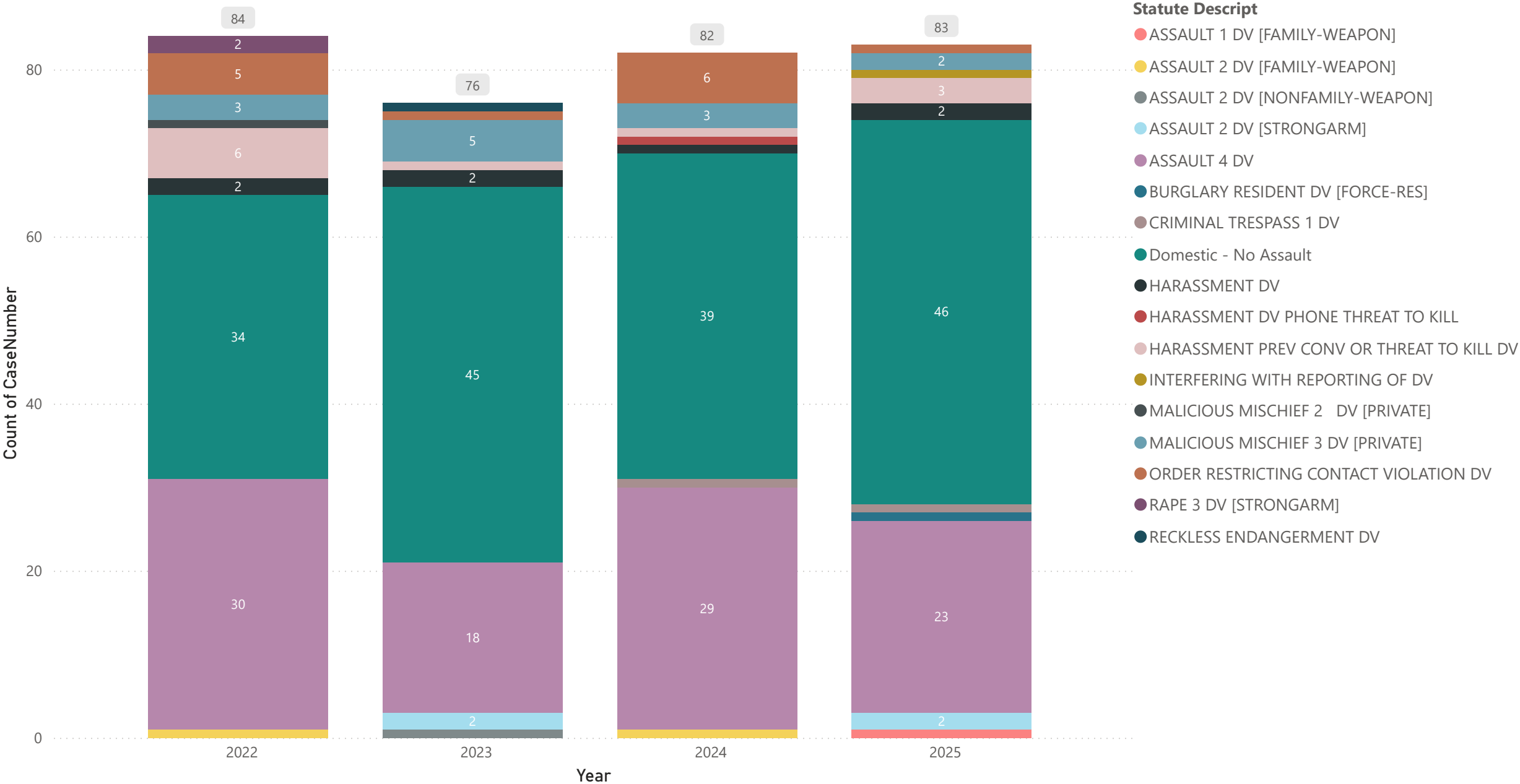
Domestics in Beat GRF, regardless of ORI

Count of Statute (*) Case Number

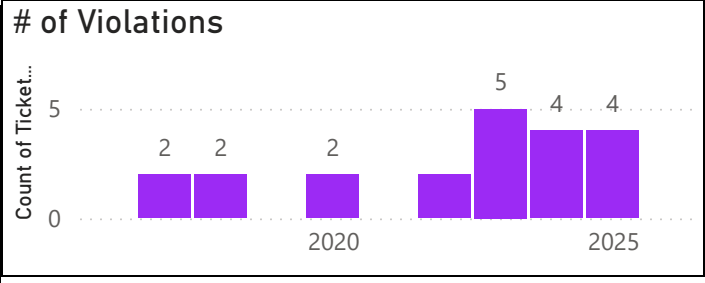
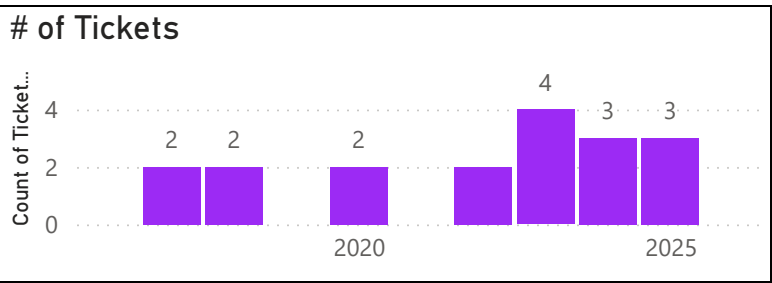


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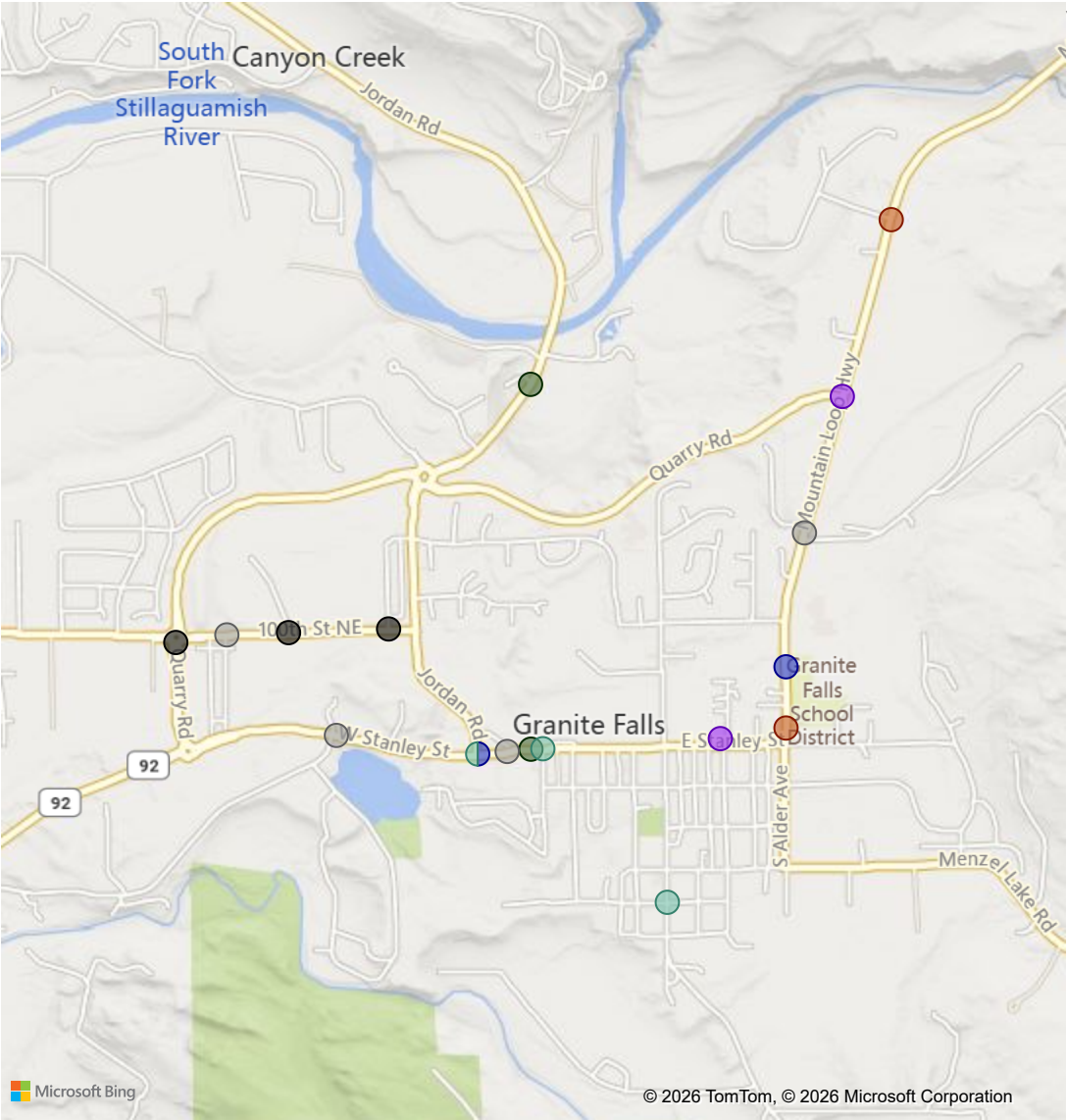
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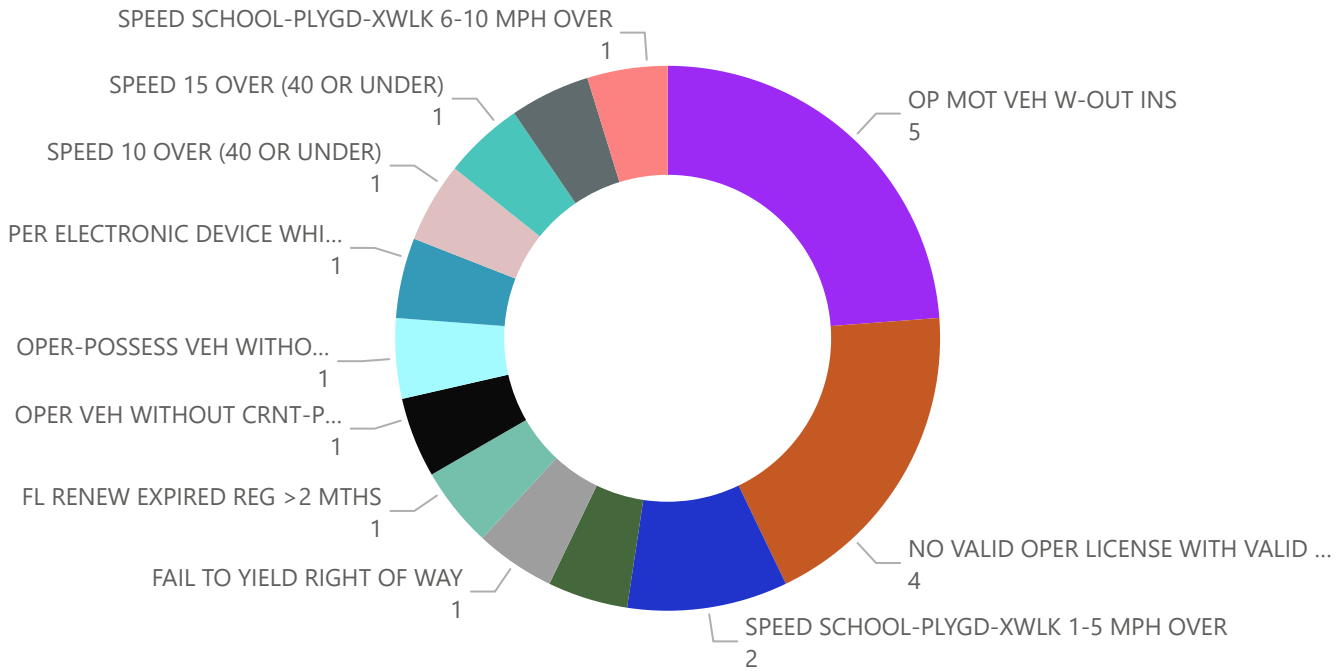
Number of Tickets/Citations
Past Calendar Years
Beat GRF - regardless of ORI



NOTE: If a ticket/citation does not show on this page, then it is possible that Records has not keyed it in yet or we did not have a specific issue for a particular month.



of Tickets By Description



Ticket Type	2017	2018	2020	2022	2023	2024	2025	Total
Infraction - Traffic	2	2	2	2	4	3	3	18
Total	2	2	2	2	4	3	3	18



CITY COUNCIL AGENDA BILL

Subject: 7.a.

Originating Dept.: Public Works

Action Recommended: N/a

Approval(s): City Manager

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: N/a

BARS Code: N/a

Summary Statement:

Introductions and Waste Management updates presented by Public Sector Manager, Rhianne Janovich.

Background:

N/a

Recommended Motion:

None.



CITY COUNCIL AGENDA BILL

Subject: 7.b.

Originating Dept.: City Council

Action Recommended:

Approval(s): Other

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount:

BARS Code:

Summary Statement:

General update from the Community Coalition as requested by Mayor Hartman

Background:

Recommended Motion:



CITY COUNCIL AGENDA BILL

Subject: 7.c.

Originating Dept.: City Council

Action Recommended:

Approval(s): Other

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount:

BARS Code:

Summary Statement:

Update from Sno-Isle Library as requested by Mayor Hartman

Background:

Recommended Motion:



CITY COUNCIL AGENDA BILL

Subject: 7.d.

Originating Dept.: Planning Department

Action Recommended: Adopt Ordinance 1070-2026, amending Title 19 of the Granite Falls Municipal Code and Ordinance 1071-2026 amending Title 21 of the Granite Falls Municipal Code

Approval(s): Planning Attorney

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s):

1. 01.21.2026 Item 7.d Staff Report
2. A - Title 19 and 21 Amendments
3. B - SEPA DNS
4. C - DNR Comment
5. D - City Response to Toyer Letter dated 1.6.2026
6. E - David Toyer Letter dated 1.9.2026
7. F - DRAFT Title 19 Ordinance
8. G - DRAFT Title 21 Ordinance 1071-2026
9. H - Notice of Public Hearing
10. I - Verification of NOPH

Budgeted Amount:

BARS Code:

Summary Statement:

The proposed amendments are intended to ensure consistency with the Comprehensive Plan, update regulatory language for clarity and enforceability, and to improve overall clarity of processes. Proposed amendments also include integrating local requirements associated with the City's obligation under the Growth Management Act and the recently enacted legislation by the Washington State Legislature.

Background:

The City of Granite Falls is in the process of amending Titles 19 and 21 to integrate local requirements associated with the City's obligations under the Growth Management Act and recently enacted legislation by the Washington State Legislature. The proposed amendments also ensure consistency with the City's recently adopted 2024 Comprehensive Plan. Below is a list of the applicable recently enacted legislation by the Washington State Legislature:

- SB 5258, regarding unit lot subdivisions (GPMC 19.05.310) – Increases the supply and affordability of condominium units and townhouses as an option for homeownership, including revising unit lot subdivision regulations to allow for the subdivision of a parent lot into separately owned unit lots.

Proposed amendments to Titles 19 and 21 were presented to the Planning Commission on December 9, 2025; January 6, 2026; and January 13, 2026 (Public Hearing). The Planning Commission recommended approval of the proposed code amendments with revisions, with one verbal public comment provided at the Public Hearing. Two letters were received on January 6, 2026 and January 9, 2026, from David Toyer which included suggested revisions to the proposed amendments, shown in Attachments D and E. A response letter from City staff was provided to Mr. Toyer, shown in Attachment D.

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). No public comments were received.

The proposed code amendments were sent to the Department of Commerce on December 19, 2025 with a request for expedited review. Expedited review was approved on January 9, 2026, and comments from Commerce were received on December 23, 2025, see attached Staff Report.

Proposed amendments to Titles 19 and 21 were presented to City Council at a Study Session on January 14, 2026. The Council provided comments at the study session, which staff incorporated into the proposed amendments.

Recommended Motion:

Move to adopt Ordinance No. 1070-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 19 of the Granite Falls Municipal Code as presented.

Move to adopt Ordinance No. 1070-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 19 of the Granite Falls Municipal Code, with the following revisions:_____.

Move to disapprove Ordinance No. 1071-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 21 of the Granite Falls Municipal Code.

Move to adopt Ordinance No. 1071-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 21 of the Granite Falls Municipal Code as presented.

Move to adopt Ordinance No. 1071-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 21 of the Granite Falls Municipal Code, with the following revisions:_____.

Move to disapprove Ordinance No. 1071-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 21 of the Granite Falls Municipal Code.

AGENDA ITEM 7.D
CITY COUNCIL STAFF REPORT

Subject: Proposed Amendments to GFMC Title 19, *Unified Development Code* and Title 21, *Impact Fees*
To: City Councilmembers
From: Amy Hess, Planning Director
Date: January 21, 2026

Agenda Item 7.d

Public Hearing: Proposed Amendments to Title 21 *Unified Development Code* and Title 21 *Impact Fees*

Request

Consider adopting ordinances to amend Title 19, *Unified Development Code* (UDC) and Title 21, *Impact Fees*.

Summary

The City Council is conducting a public hearing to consider staff-initiated amendments to Title 19, *Unified Development Code* and Title 21, *Impact Fees*. The proposed amendments are intended to ensure consistency with the Comprehensive Plan, update regulatory language for clarity and enforceability, and to improve overall clarity of processes. Proposed amendments also include integrating local requirements associated with the City's obligation 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.

Following the public hearing, Staff is asking that City Council consider approving ordinances amending Title 19, *Unified Development Code* and Title 21, *Impact Fees*.

Background

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

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. Commerce approved the proposed amendments on January 9, 2026. One comment was received from the Department of Natural Resources on December 23, 2025, regarding geologically hazardous areas, which is included as Attachment C.

The Planning Commission reviewed these items at a study session on January 6 and held a public hearing on January 13, 2026.

Two letters were received from David Toyer regarding the proposed amendments, dated January 6 and January 9, 2026. The letters suggested changes to proposed amendments to off-street/rear loaded parking requirements in MR zones, 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, and recommended a ten-foot landscape buffer along SR-92 when an 8-foot fence is installed, in lieu of the 20' buffer recommended by staff.

The suggested change to off-street parking requirements was reviewed by staff with alternative language recommended that does not substantially change the intent of the requirement, and which is reflected in the language below for GPMC 19.03.080.

Planning Commission and staff reviewed the comment related to contiguous parcels under the same ownership being required to be included with a single application and Planning Commission suggested revised language which allows for some flexibility, but also retains the original intent of the provision. Revised language has been incorporated into the draft amendments.

Related to the staff proposed buffer on SR92/Quarry Road, the Planning Commission recommended allowing two options for the buffer; the 20' buffer as proposed by staff *or* a reduced 10-foot-wide buffer with the installation of an eight-foot fence. Staff incorporated this recommendation in the proposed amendments.

City staff responded to the January 6, 2026 letter in writing (see Attachment D).

After the public hearing, the Planning Commission made a recommendation to the City Council to approve the amendments as proposed, with the additions/revisions as described above and included below.

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”
 - adding definitions for “Community Garden” and “Display Garden”
 - revising the definition of “Townhouse” to specify minimum of three attached units.
- 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)).
 - Separate “Community Garden” and “Display Garden” uses and allow display garden in Public Park zone. This revision is in response to comments from the Planning Commission.
 - Eliminated “Boat sales and repair” as a conditional use in the Community Business District, to be consistent with vehicle and RV sales and repair, as recommended by the Planning Commission.
 - Added “Mini Storage” as a permitted use in the Light Industrial (LI) zone. This use was inadvertently left out with the recent revision to permitted use layout in the code. Zones where the use is permitted were not changed.
- 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).
 - Revised language related to contiguous parcels under common ownership being aggregated into one subdivision or short plat review (GPMC 19.05.010).
 - 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 (GFMC 19.05.200(F) and (G)).
 - Added provision for existing structures that do not meet bulk and density requirements being allowed to remain provided level of non-conformity is not increased (GFMC 19.05.200(D)).
- GFMC 19.06.010 - Density and Dimension
 - Revised GFMC 19.06.010(B) to reference the established minimum and maximum densities in each zoning district.
- GFMC 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 (GFMC 19.06.020(A) and (B)).
 - Added additional landscape plan submittal requirements for clarity (GFMC 19.06.020(C)) and added additional requirements for alternative landscaping (GFMC 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 (GFMC 19.06.020(F) through (I)).
 - Added two options for Highway 92/Quarry Road buffer to include reduced 10-foot width when an 8-foot fence is provided.
 - Clarified required maintenance expectations (GFMC 19.06.020(J)).
- GFMC 19.06.050 - Loading Area and Off-Street Parking Requirements
 - Revised parking requirements in alignment with proposed revisions in the MR zone (GFMC 19.03.080), that required off-street parking spaces for single-family or townhome units to 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.
- GFMC 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.
- GFMC Title 21 - Impact Fees
 - Revised GFMC 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.

Consistency with Comprehensive Plan

The proposed UDC amendments and Impact Fee updates are consistent with the goals and policies of the Comprehensive Plan.

Public Notice and Public Participation

Notice of the public hearing has been provided in accordance with state law and local noticing requirements. All interested persons will have an opportunity to provide testimony at the public hearing.

City Council Review Criteria

In making a motion, the City Council should consider whether the proposed amendments:

- Are consistent with the Comprehensive Plan
 - Promote public health, safety, and welfare
 - Are clear, enforceable, and administratively feasible
-

Staff Recommendation

Staff recommends that the City Council adopt ordinances amending Title 19 *Unified Development Code* and Title 21 *Impact Fees*, as presented [or with any modifications suggested].

Suggested Motions

Ordinance 1070-2026

- Move to adopt Ordinance No. 1070-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 19 of the Granite Falls Municipal Code as presented.

Move to adopt Ordinance No. 1070-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 19 of the Granite Falls Municipal Code, with the following revisions:_____.

Move to disapprove Ordinance No. 1071-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 21 of the Granite Falls Municipal Code.

Ordinance 1071-2026

- Move to adopt Ordinance No. 1071-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 21 of the Granite Falls Municipal Code as presented.
 - Move to adopt Ordinance No. 1071-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 21 of the Granite Falls Municipal Code, with the following revisions:_____.
 - Move to disapprove Ordinance No. 1071-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 21 of the Granite Falls Municipal Code.
-

Attachments

- A. Proposed Amendments to Titles 19 and 21
- B. SEPA Determination of Non-significance
- C. DNR Comment Letter
- D. City Response to Jan. 6 Toyer Letter
- E. Jan. 9, 2026 Toyer Letter
- F. DRAFT Title 19 Ordinance #1070-2026
- G. DRAFT Title 21 Ordinance #1071-2026
- H. Notice of Public Hearing
- I. Verification of NOPH

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			
Mini-storage									P				
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													
Trade, Transportation, and Warehousing									P	P			
OPEN SPACE AND PARKS													
Display of community garden	P	P	P	P	P	P	P				P	P	P
Community garden	P	P	P	P	P						P		
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
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) 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
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) 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
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							
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 GFMC [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](#) GFMC.

(D) Site Plan Application. The application shall meet the submittal requirements established by GFMC [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 under common ownership at the time an application is submitted shall be considered a single site for the purposes of residential subdivision or short subdivision review, unless the designated official determines that separate review is appropriate. Such parcels may be required to be consolidated into a single residential subdivision or short subdivision application, regardless of the date of acquisition or their](#)

designation as separate lots, tracts, parcels, tax lots, or government lots. The use of 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 GPMC 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 GPMC.

(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:

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

- (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) Boundary lines of tracts, lot lines, lot numbers, block numbers;
- (d) Location and name of existing and proposed streets and right-of-way;
- (e) Drainage channels, watercourses, marshes, lakes and ponds;
- (f) 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;
- (g) Existing structures and setbacks;
- (h) The location of existing driveways;
- (i) All easements and uses;
- (j) Existing and proposed utilities services;
- (k) Fire hydrant locations and distances;
- (l) Five-foot contour lines;
- (m) Preliminary street profile together with a preliminary grading and storm drainage plan;
- (n) A typical cross-section of the proposed street improvements;
- (o) 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*.

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

(E) 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;](#)

[\(5\)](#) 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;

[\(6\)](#) 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;

[\(7\)](#) 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;

[\(8\)](#) If within an approved subdivision or short subdivision, the proposed BLA will not violate conditions of approval of that subdivision or short subdivision;

[\(9\)](#) The proposed BLA will not cause any lot that conforms with lot area or lot width requirements to become substandard;

[\(10\)](#) 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;

[\(11\)](#) 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;

[\(12\)](#) "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.](#)

Notwithstanding the foregoing, an existing structure that does not conform to current zoning code requirements may be permitted to remain following a boundary line adjustment, provided that the boundary line adjustment does not increase the degree of nonconformance of the structure with respect to any applicable zoning standard.

(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.

(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.]

Article IV

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.

~~(H) 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:~~

~~(4a) 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.~~

~~1.—~~

~~(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;

(4) 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:

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

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

(c) 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.

(EE) 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.

(GF) Required Buffers and Screening

Table 1

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

- (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.

(HG) Highway 92/Quarry Road Landscaping

All residential zoned properties adjoining Highway 92/Quarry Road shall provide and maintain a landscape buffer along the property line abutting Highway 92/Quarry Road.

- (1) The required buffer shall be located between any fencing and the highway right-of-way and shall be designed to create a dense visual screen separating development from the highway corridor.
- (2) Property owners are encouraged to preserve existing native and noninvasive vegetation within the buffer area to satisfy screening requirements. Credit toward compliance may be granted for retained trees and shrubs based on species, size, health, and overall effectiveness in providing visual screening, as determined by the city.
- (3) A landscaping plan shall be prepared and submitted for city review by a licensed landscape architect or a Washington-certified professional horticulturalist.

(4) The buffer shall be developed in accordance with one of the buffer design options set forth in this section, unless an exception is approved pursuant to subsection (6) of this section.

(a) Option 1 – 20-Foot-Wide Landscape Buffer.
The following standards shall apply:

(i) Landscape Screening Standards.

A dense vegetated screen shall be provided in accordance with the following:

Evergreen Trees. Evergreen trees shall be provided at a rate of one tree per every one hundred fifty (150) square feet of buffer area. Each tree shall be at least eight feet in height at the time of planting and shall be capable of developing a minimum branching width of eight feet within five years. Trees shall be arranged to effectively obstruct views into the site. Multiple species shall be incorporated to provide visual interest and promote long-term health.

Deciduous Trees. Deciduous trees, such as vine maples or similar species, shall be incorporated to provide seasonal variation and visual interest. Deciduous trees shall have a minimum caliper of one inch at the time of planting.

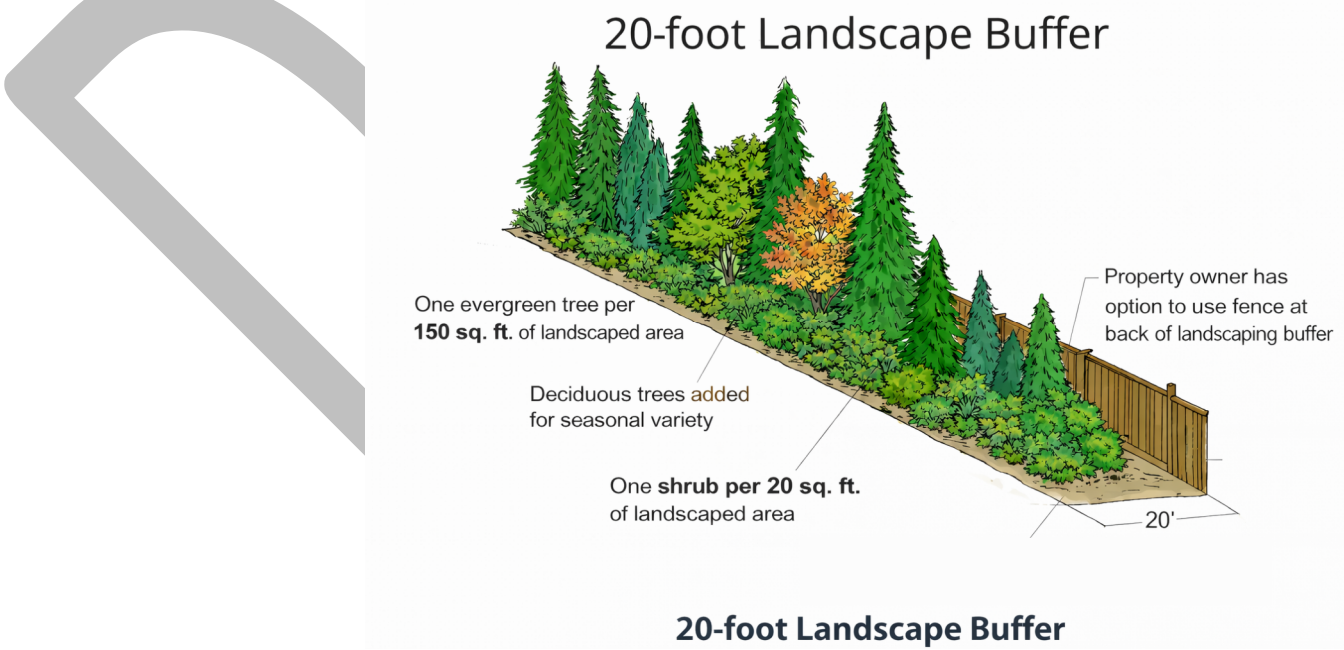
Shrubs. Shrubs shall be installed at a minimum rate of one (1) shrub per twenty (20) square feet of landscaped area. At least fifty percent (50%) of shrubs shall be evergreen, and a minimum of twenty-five percent (25%) shall be deciduous. Shrubs shall be a minimum of sixteen (16) inches tall at planting and attain a mature height between three (3) and four (4) feet.

Ground Cover. Ground cover shall be installed and spaced to achieve complete coverage of the buffer area within three years. Shrubs in four-inch pots shall be planted at 18 inches on center, and shrubs in one-gallon or greater sized containers shall be planted at 24 inches on center.

Plant Materials. New landscaping materials shall consist of drought-tolerant species native to the coastal region of the Pacific Northwest or noninvasive, drought-tolerant naturalized species adapted to regional climatic conditions.

Maintenance Assurance. A two-year performance bond, irrevocable letter of credit, or assignment of cash deposit shall be provided in accordance with Chapter 19.04D.21GFMC at the time of installation to ensure plant survival and maintenance through two growing seasons.

Fencing. Fences are optional and, if provided, shall not be located within the required landscape buffer.



(b) Option 2 – 10-Foot-Wide Landscape Buffer with Fence.
The following standards shall apply:

(i) Landscape Screening Standards.

Landscaping shall be located between the fence and State Route 92/Quarry Road and shall form a dense visual screen, as follows:

Evergreen Trees. Evergreen trees shall be provided at a rate of one tree per every one hundred fifty (150) square feet of buffer area. Each tree shall be at least eight feet in height at the time of planting and shall be capable of developing a minimum branching

width of eight feet within five years. Trees shall be arranged to effectively obstruct views into the site. Multiple species shall be incorporated to provide visual interest and promote long-term health.

Deciduous Trees. Deciduous trees, such as vine maples or similar species, shall be incorporated to provide seasonal variation and visual interest. Deciduous trees shall have a minimum caliper of one inch at the time of planting.

Shrubs. 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.

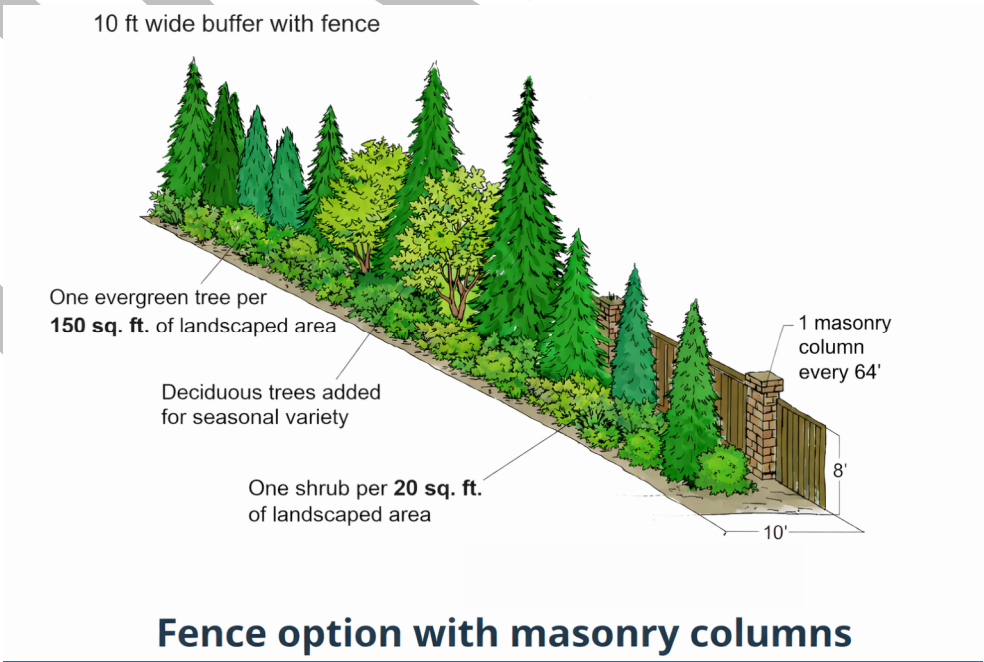
Ground Cover. Ground cover shall be installed and spaced to achieve complete coverage of the buffer area within three years. Shrubs in four-inch pots shall be planted at 18 inches on center, and shrubs in one-gallon or greater sized containers shall be planted at 24 inches on center.

Plant Materials. New landscaping materials shall consist of drought-tolerant species native to the coastal region of the Pacific Northwest or noninvasive, drought-tolerant naturalized species adapted to regional climatic conditions.

Maintenance Assurance. A two-year performance bond, irrevocable letter of credit, or assignment of cash deposit shall be provided in accordance with Chapter 19.04D.21GPMC at the time of installation to ensure plant survival and maintenance through two growing seasons.

(5) Fence Standards.

- (a) The fence shall be eight feet in height and constructed of durable materials.
- (b) Razor wire, barbed wire, electric wire, and chain-link fencing are prohibited.
- (c) The fence shall incorporate visual variation through one or more of the following methods:
 - (i) Masonry columns or posts provided at intervals not to exceed 64 feet. Columns shall extend at least one foot above the height of the fence and be a minimum of one foot in width; or



(6) 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, but are not limited to:

- (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/Quarry Road corridor.

(7) Other alternative screening methods may be approved by the city when demonstrated to provide an effective, visually interesting, and long-term solution for buffering development from the highway corridor.

(G/H) 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.

(e2) 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.]

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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 GPMC [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;

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.]~~

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

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



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



January 9, 2026

SENT ELECTRONICALLY TO AVOID DELAY

Ms. Amy Hess, Planning Director
215 S. Granite Avenue
Granite Falls, WA 98252

Additional Comments for Code Update Package #2

Dear Ms. Hess:

Thank you for responding to our comment letter dated January 6, 2026. The following addresses your January 7, 2026 response and some additional comments we have after having attended Tuesday's Planning Commission meeting.

1. Thank you for the proposed revisions to GFMC 19.03.080.K clarifying the requirement for two off-street parking spaces and the proposed option to provide these in the form of rear-loaded parking.
2. We appreciate the City's attempt to revise proposed language in GFMC 19.05.010 concerning contiguous parcel ownership to avoid future development attempting to circumvent subdivision or short-subdivision requirements. That said, we remain concerned that this language could result in a scenario in which (for example) our client Miller Shingle might be required to singularly propose a residential and industrial development at the same time due to the simple fact that they have contiguous parcels under the same ownership. Such type of development would be impractical based on the types of zoning and the unique characteristics that would be associated with each type of development.

Thus, we suggest the city further revise the proposed language as follows, which revision would still establish that the subdivision processes cannot be used to circumvent existing requirements or standards:

*All-e*Contiguous parcels of land that are under the same ownership at the time of application ~~shall~~*should* 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.~~ *M*and *m*ultiple 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.

Alternatively, the City could request that an Applicant identify all parcels of contiguous ownership and specify which are the subject of the initial application and which might be developed later. That information could be used by the City to help determine whether it was an attempt to circumvent process or requirements, but it ultimately wouldn't require the developer to include all parcels in the project, nor slow down a current application under review because a future developable parcel was acquired.

3. We continue to be concerned with 19.06.020.H.7, which would require a 20 foot landscape buffer along SR 92/Quarry Rd. We continue to advocate for a 10 foot landscape buffer consistent with what Marysville requires along SR-9.

That said, we recognize that the Planning Commission desired to receive additional information. Our firm has conducted research into the landscape code requirements in the cities of Arlington, Lake Stevens and Marysville, which are shown in Table 1 (attached) along with notes as to the practical application of these codes to what's actual seen in the resulting development. Additionally, Table 2 (attached) is an overview of various residential developments (plat, PRDs and condominium plats) that have been developed in Arlington, Granite Falls, Lake Stevens, and Marysville over the last 20 years. We believe that this information makes clear:

- The most common landscape buffer that has been applied over time is that of a 10 foot landscape screen with an 8 foot fence.
- In most cases, substantial areas of vegetation exist between the existing edge of pavement for there highways and the respective property lines of the adjacent residential neighborhoods.
- In cases where WSDOT has widened SR-9 and developed the extension to SR-92/Quarry Rd, the state has provided walls, landscaping and other treatments to buffer sound on its property.

Again, we respectfully request that Granite Falls adopt a landscape standard along SR-92/Quarry Rd. that is consistent with the requirements imposed by Marysville for an 8 foot fence and ten foot landscape buffer. This standard addresses aesthetics and sound attenuation, because any noise from the roadway is initially dampened by the height and density of the trees required and then further damped by the fencing. Moreover, this standard doesn't eat up useable backyards.

Thank you for your consideration.

Sincerely,



David Toyer
President

Table 1: Neighboring Jurisdiction Code Requirements

Jurisdiction	Current.Code.Requirement	Alternative.Standard(s)	Exception.or.Deviation	Application–Observations
Arlington	30 foot landscaped screen along highways (doesn't include fence)	n/a	May be reduced or averaged	Most residential development along SR 9 and SR 531 was developed prior to this requirement and such projects had a fence and either no landscape buffer or a typical 10 foot landscape buffer/easement.
Lake Stevens	30 foot landscaped screen between SR 9, SR 92, and SR 204. Standard is non-specific as to trees and other vegetation or fencing	n/a	May be reduced.	Most developments along highways were built before this standard established. City has typically allowed reduction to a 10 foot landscape screen with 8 foot fence. Examples: Talon Ridge and Cavalera
Marysville	10 foot landscape buffer and 8 foot tall fence with landscaping placed between fence and property line	20 foot landscape buffer (with no fence)	May be reduced or eliminated based on special circumstances such as maintaining views or adding visual interest along the highway.	Most developments along SR-9 have provided the 10 foot landscape buffer placed between the fence and the property line. This reduces chance property owner removes landscaping.

Table 2: Observed Development

Plat	City	Year Plat Recorded	Landscape Buffer or Easement?	Width	Located Along	Distance from Edge of Highway to Property Line
Crown Ridge Estates	Arlington	1999	No	n/a	SR-9	±128 feet
Eagle Heights	Arlington	2003	No	n/a	SR-9	±55 feet
Magnolia Estates	Arlington	2004	Yes, easement ³	10 feet	SR-531	0 feet
Chelsea Court	Uninc. Lake Stevens	2004	No	n/a	SR-204	±50 feet
Cascade Crest (Condo Plat)	Lake Stevens	2011	No	n/a	SR-9	±36 feet ¹
LakePointe (Condo Plat)	Lake Stevens	2011	No	n/a	SR-9	±42 feet
Estates at Whispering Meadows	Lake Stevens	2015	No	n/a	SR-92	±55 feet
Suncrest Farms Ph I	Granite Falls	2017	Yes, easement	20 feet ⁴	SR-92/Quarry Rd	±27 feet
Leola Lane (Condo Plat)	Granite Falls	2018	No	n/a	SR-92/Quarry Rd	±16 feet
Brookwood Trails	Lake Stevens	2018	No	n/a	SR-92	±80 feet ²
Talon Ridge	Lake Stevens	2019	No	n/a	SR-204	±48 feet
The Timbers (Condo Plat)	Lake Stevens	2019	Yes, easement	Variable (20-30 feet) ⁵	SR-92	± 55 feet
Cavalera	Lake Stevens	2021	Yes	10 feet	SR-9	±42 feet
Alderwood Vista	Marysville	2023	Yes	10 feet	SR-9	±71 feet
Hunter's Grove	Marysville	2023	Yes	10 feet	SR-9	±56 feet

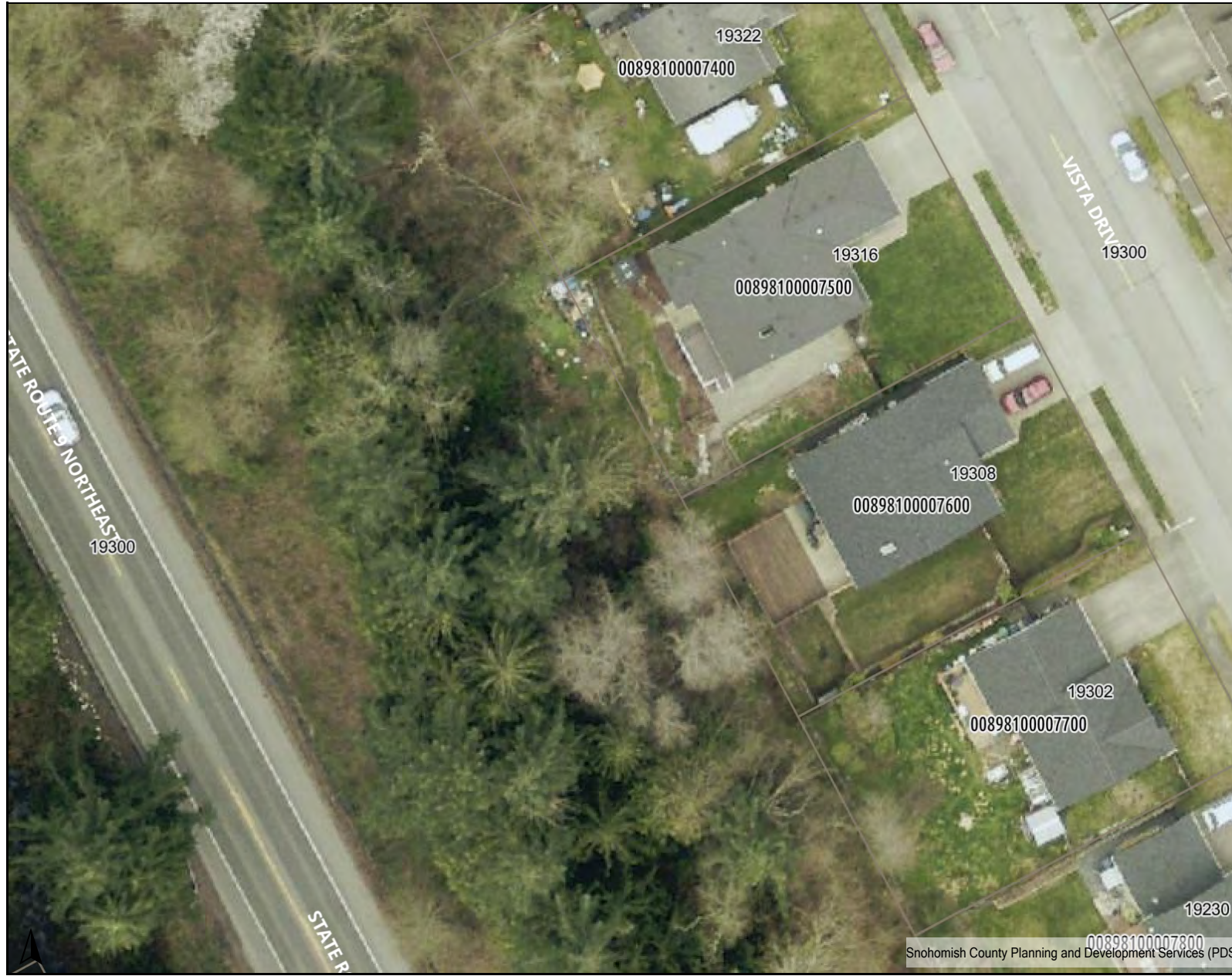
¹ SR-9 was originally 75 feet from property line, but SR-9 was widened in 2024. WSDOT installed sound wall along property lines as part of widening project.

² There is ±54 feet between edge of road and property line for Open Space Tract 998 which is part of project's required open space and is ±26 feet wide.

³ Was provided in the form of a landscape easement.

⁴ A 20' landscape and sound wall easement required. However, functions as standard backyard with 8 foot wood fence and concrete wall 10 feet from the property line.

⁵ Property line is fenced. Easement exists across the "lot" between the fence and home. No specific landscaping required, functions as a typical backyard.



Legend

Cadastral

Easements



Parcels



Addresses

Aerial Imagery

Road Labels (white)

Aerial 2024

- Red: Band_1
- Green: Band_2
- Blue: Band_3

0 25 50
ft

Scale 1 : 750

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Legend

Cadastral

Easements



Parcels



Addresses

Aerial Imagery

Road Labels (white)

Aerial 2024



Red: Band_1



Green: Band_2



Blue: Band_3

0 15 30
ft

Scale 1 : 500

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Legend

Cadastral

Easements



Parcels



Addresses

Urban Growth Areas

Municipal Urban Growth Area



Urban Growth Area



Aerial Imagery

Road Labels (white)

Aerial 2024



Red: Band_1



Green: Band_2



Blue: Band_3

0 20 40
ft

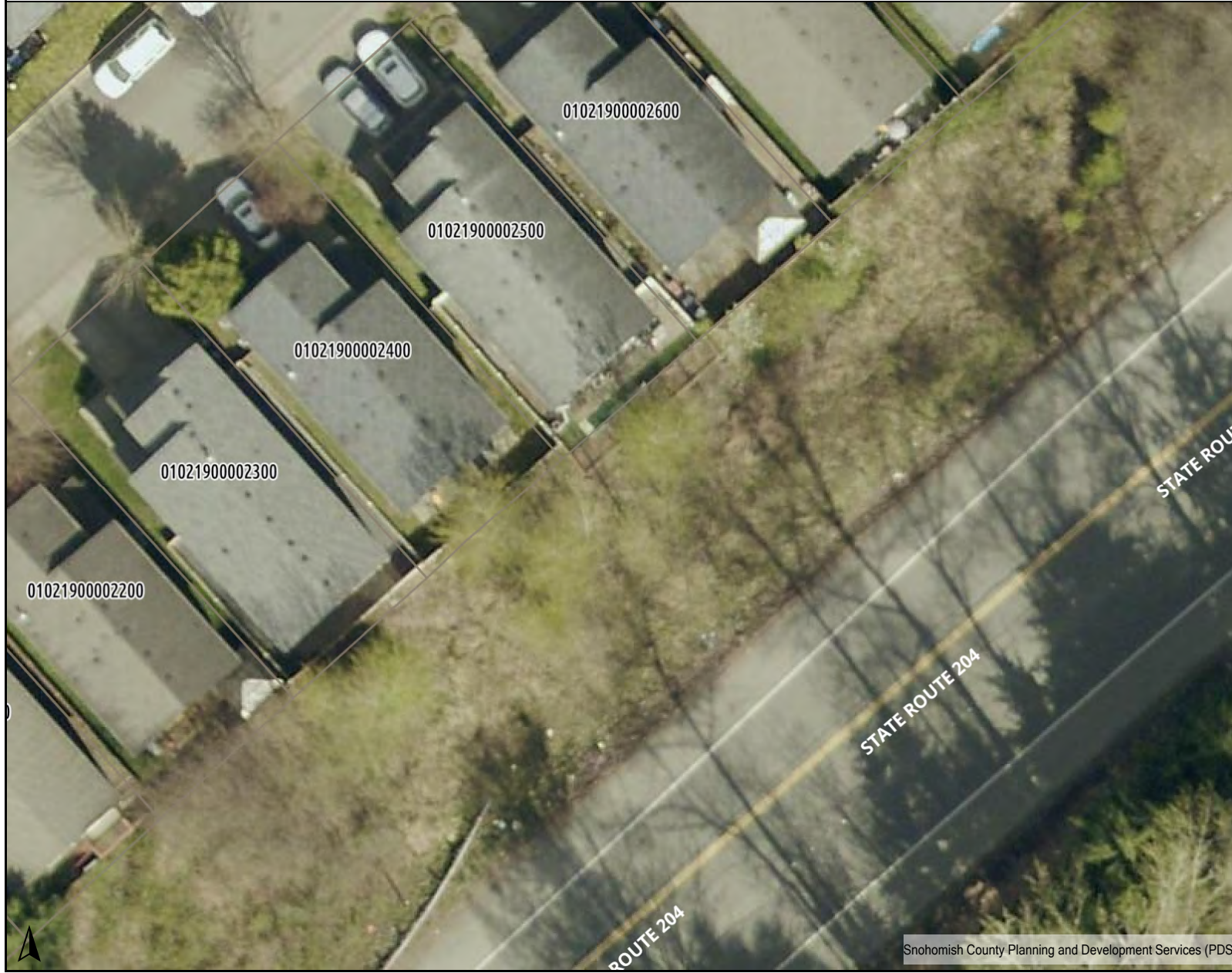
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Chelsea Court Aerial

Map Generated On: 01/09/2026



0 15 30
ft

Scale 1 : 500

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Legend

Cadastral

Easements



Parcels



Addresses

Aerial Imagery

Road Labels (white)

Aerial 2024



Red: Band_1



Green: Band_2



Blue: Band_3



Snohomish County Planning and Development Services (PDS)

0 15 30
ft

Scale 1 : 500

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Legend

Cadastral

Easements



Parcels

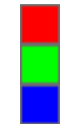


Addresses

Aerial Imagery

Road Labels (white)

Aerial 2024



Red: Band_1
Green: Band_2
Blue: Band_3



Legend

Cadastral

Easements



Parcels



Addresses

Aerial Imagery

Road Labels (white)

Aerial 2024



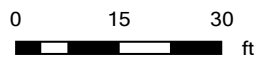
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Green: Band_2



Blue: Band_3



Scale 1 : 500

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Estates at Whispering Meadows Aerial

Map Generated On: 01/08/2026



0 15 30
ft

Scale 1 : 500

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Legend

Cadastral

Easements



Parcels



Addresses

Critical Areas

Wetlands and Hydric Soils



Estuarine and Marine
Deepwater



Estuarine and Marine
Wetland



Freshwater Emergent
Wetland

Freshwater



Forested/Shrub
Wetland



Freshwater Pond



Lake



Riverine

Urban Growth Areas

Municipal Urban Growth Area



Urban Growth Area



Aerial Imagery

Road Labels (white)

Aerial 2024



Red: Band_1



Green: Band_2



Blue: Band_3



Legend

Cadastral

Easements



Parcels



Addresses

Aerial Imagery

Road Labels (white)

Aerial 2024



Red: Band_1



Green: Band_2



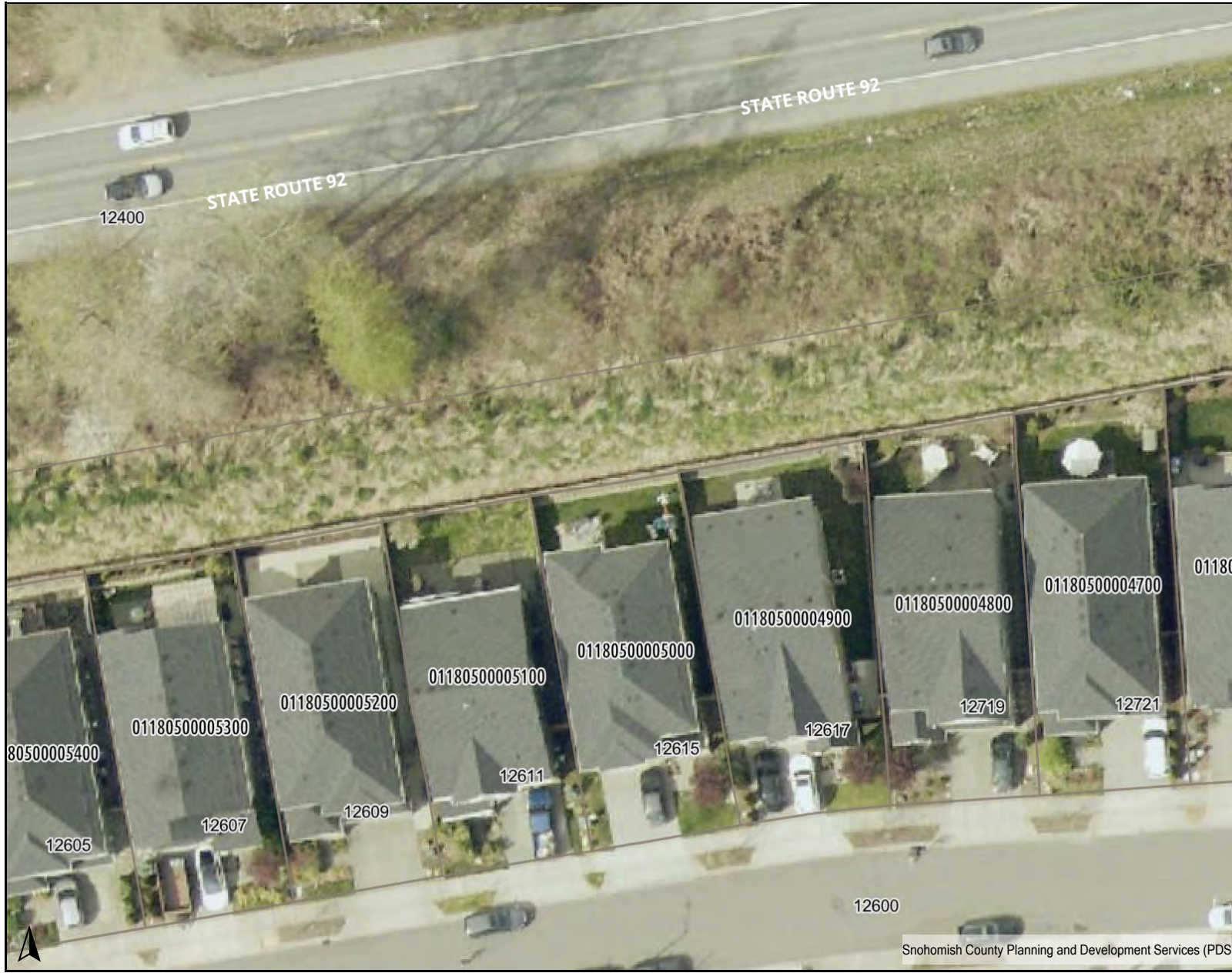
Blue: Band_3



0 10 20
ft

Scale 1 : 400

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Legend

Cadastral

Easements



Parcels



Addresses

Aerial Imagery

Road Labels (white)

Aerial 2024

- Red: Band_1
- Green: Band_2
- Blue: Band_3

0 25 50
ft

Scale 1 : 700

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Talon Ridge Aerial

Map Generated On: 01/09/2026



0 20 40
ft

Scale 1 : 550

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Legend

Cadastral

Easements



Parcels



Addresses

Aerial Imagery

Road Labels (white)

Aerial 2024



Red: Band_1



Green: Band_2



Blue: Band_3

Snohomish County Planning and Development Services (PDS)



Legend

Cadastral

Easements



Parcels



Addresses

Critical Areas

Wetlands and Hydric Soils



Estuarine and Marine
Deepwater



Estuarine and Marine
Wetland



Freshwater Emergent
Wetland

Freshwater



Forested/Shrub
Wetland



Freshwater Pond

Lake



Riverine

Urban Growth Areas

Municipal Urban Growth Area



Urban Growth Area



Aerial Imagery

Road Labels (white)

Aerial 2024



Red: Band_1



Green: Band_2



Blue: Band_3

0 15 30
ft

Scale 1 : 500

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Legend

Cadastral

Easements



Parcels

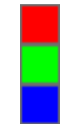


Addresses

Aerial Imagery

Road Labels (white)

Aerial 2024



Red: Band_1
Green: Band_2
Blue: Band_3



0 10 20
ft

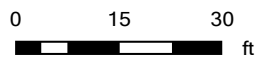
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Snohomish County Planning and Development Services (PDS)



Snohomish County Planning and Development Services (PDS)



Scale 1 : 500

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Legend

Cadastral

Easements



Parcels



Addresses

Aerial Imagery

Road Labels (white)

Aerial 2024



Red: Band_1



Green: Band_2



Blue: Band_3



Hunter's Grove Aerial

Map Generated On: 01/07/2026



Legend

Cadastral

Easements



Parcels



Addresses

Aerial Imagery

Road Labels (white)

Aerial 2024



Red: Band_1



Green: Band_2



Blue: Band_3

0 15 30
ft

Scale 1 : 500

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**CITY OF GRANITE FALLS
ORDINANCE NO. 1070-2026**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, AMENDING CHAPTER 19.02; AMENDING CHAPTER 19.03; AMENDING SECTION 19.04C.075; AMENDING CHAPTER 19.05 ARTICLE I; AMENDING CHAPTER 19.05 ARTICLE III; AMENDING CHAPTER 19.05 ARTICLE IV; AMENDING SECTION 19.06.010; ADDING SECTION 19.06.015; AMENDING SECTION 19.06.020; AMENDING SECTION 19.06.050; DELETING AND REPEALING SECTION 19.15.010; UPDATING AND CLARIFYING THE CITY’S UNIT LOT SUBDIVISION PERMIT PROCESSING REGULATIONS TO COMPLY WITH RECENT AMENDMENTS TO CHAPTER 58.17 RCW; AND TO ADOPT REVISIONS TO DEVELOPMENT REGULATIONS AS A RESULT OF THE 2025 ANNUAL DOCKET, PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Granite Falls is desirous of maintaining its Municipal Code such that it provides increased transparency and accountability for its residents, businesses owners, and members of the construction industry doing business within its jurisdictional boundaries; and

WHEREAS, during the 2023 Regular Legislative Session the State of Washington passed Engrossed Second Substitute Senate Bill (ESSSB) 5258 relating to the establishment and allowance of unit lot subdivisions; and

WHEREAS, the intent of ESSSB 5258 is to increase supply and affordability of condominium units and townhouses as an option for homeownership; and

WHEREAS, ESSSB 5258 amends Chapter 58.17 RCW requiring that local governments incorporate provisions related to “unit lot subdivisions” into their short plat regulations; and

WHEREAS, the provisions of SSSB 5258 that went into effect as of July 23, 2023 are not currently reflected in the City of Granite Fall’s Municipal Code; and

WHEREAS, ESSSB 5258 applies to all local jurisdictions throughout the state, a list which includes the City of Granite Falls; and

WHEREAS, the City of Granite Falls is desirous of maintaining its Municipal Code such that it provides increased transparency and accountability for its residents, businesses owners, and members of the construction industry doing business within its jurisdictional boundaries; and

WHEREAS, the City of Granite Falls has adopted Title 19 of the Granite Falls Municipal Code, known as the Unified Development Code, to implement the City's Comprehensive Plan and to regulate land use, development standards, and procedures within the City; and

WHEREAS, the Growth Management Act (Chapter 36.70A RCW) requires that development regulations be consistent with and implement the City's Comprehensive Plan and be periodically reviewed and updated as necessary; and

WHEREAS, the City Council finds that periodic amendments to Title 19 are necessary to ensure clarity, internal consistency, legal compliance, and effective administration of the Unified Development Code; and

WHEREAS, the proposed Title 19 amendments are intended to update and refine development standards, definitions, procedures, and administrative provisions to better reflect current planning practices, state law, and local policy objectives; and

WHEREAS, the City has reviewed the proposed amendments for consistency with the Granite Falls Comprehensive Plan and applicable state law, and finds that the amendments further the goals and policies of the Comprehensive Plan; and

WHEREAS, the City has notified the Washington Department of Commerce of the City's intent to adopt the proposed amendments set forth in this ordinance; and

WHEREAS, public notice in accordance with state law and Granite Falls Municipal Code was provided for all public hearings, notifying the general public of their opportunity to provide public input concerning the proposed amendments, and public testimony and written comments were considered; and

WHEREAS, the Planning Commission held a public hearing on the proposed amendments at their January 13, 2026 meeting. One member of the general public was present, and provided comments on the proposed amendments; and

WHEREAS, the Planning Commission made a recommendation to City Council to accept the proposed amendments as prepared by staff and the consultant; and

WHEREAS, the City Council has considered the staff report, Planning Commission recommendation, public testimony, and the entire record before it; and

WHEREAS, the City Council finds that adoption of the Title 19 amendments is in the best interest of the public health, safety, and welfare of the residents of Granite Falls and will promote orderly growth and development within the City;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANITE FALLS DO
ORDAIN AS FOLLOWS:**

Section 1. Findings. The above recitals are hereby adopted by reference as legislative findings in support of this ordinance.

Section 2. Amendment of Section 19.02 GFMC. Subsections of Section 19.02 of the Granite Falls Municipal Code Definitions are hereby amended to provide in their entirety as follows:

19.02.030. 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.

19.020140. 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.

19.02.120. 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 GPMC 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.

Section 3. Amending Section 19.03-I GFMC. Section 19.03-I of the Granite Falls Municipal Code is hereby amended to provide in its entirety as follows:

	(R-2.3) Riverfront	(R-9600) Residential	(R-7200) Residential	(MR) Multiple Residential	(DT-2500) Downtown	(CBD) Central Business	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institutional	(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	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		

	(R-2.3) Riverfront	(R-9600) Residential	(R-7200) Residential	(MR) Multiple Residential	(DT-2500) Downtown	(CBD) Central Business	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institutional	(OS) Open Space	(PP) Public Park
Public facilities and utilities	C	C	C	C	C	C	C				P		
Social or civic organization facility				C	C	P	P				P		
INDUSTRIAL													
Accessory living quarters								P (second ary use)	P (second ary use)	P (second ary use)			
Building material sales and storage					C	P	P	P	P	C			
Commercial laundries and cleaners					C	P	P	P	P				
Commercial nurseries/greenhou ses						C	P	P	P				
Communication Facility	P	P	P	P		P	P	P	P	P	C		
General warehousing								P	P				

	(R-2.3) Riverfront	(R-9600) Residential	(R-7200) Residential	(MR) Multiple Residential	(DT-2500) Downtown	(CBD) Central Business	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institutional	(OS) Open Space	(PP) Public Park
including wholesale trade													
Light manufacturing and assembly					P	P	P	P	P	P			
Mini-storage									P				
Recycling facility, processing							C	P	P	P			
Recycling facility, scrap and dismantling facility							C	P	P	P			
Trade, Transportation, and Warehousing									P	P			
OPEN SPACE AND PARKS													
Display or community garden	P	P	P	P	P	P	P				P	P	P
Community garden	P	P	P	P	P						P		
Outdoor passive parks	P	P	P	P	P	P	P				P	P	P

	(R-2.3) Riverfront	(R-9600) Residential	(R-7200) Residential	(MR) Multiple Residential	(DT-2500) Downtown	(CBD) Central Business	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institutional	(OS) Open Space	(PP) Public Park
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
Playground	P	P	P	P	P		P					P	P
Playfields	C	P	P	P	P		P					P	P
Private recreational facilities	P	C	C	C	C	P	P	P	P	P			P
Public utility	C	C	C	C	C	C	C	P	P	P	P	C	
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	P	P						
Courtyard Apartments				P	P								

	(R-2.3) Riverfront	(R-9600) Residential	(R-7200) Residential	(MR) Multiple Residential	(DT-2500) Downtown	(CBD) Central Business	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institutional	(OS) Open Space	(PP) Public Park
Duplex	P	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						
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						

	(R-2.3) Riverfront	(R-9600) Residential	(R-7200) Residential	(MR) Multiple Residential	(DT-2500) Downtown	(CBD) Central Business	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institutional	(OS) Open Space	(PP) Public Park
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					
Automobile sales and rentals							P	P	P				
Automobile fueling and service							P	P	P				

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

	(R-2.3) Riverfront	(R-9600) Residential	(R-7200) Residential	(MR) Multiple Residential	(DT-2500) Downtown	(CBD) Central Business	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institutional	(OS) Open Space	(PP) Public Park
Drive in espresso/coffee business						P	P	P					
Drycleaners/Laund romats						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						
Light equipment sales, rental, and repair						P	P	P	P				

	(R-2.3) Riverfront	(R-9600) Residential	(R-7200) Residential	(MR) Multiple Residential	(DT-2500) Downtown	(CBD) Central Business	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institutional	(OS) Open Space	(PP) Public Park
Lodge, resort, and recreational facilities	C	C	C										
Lumberyards, retail							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	(R-9600) Residential	(R-7200) Residential	(MR) Multiple Residential	(DT-2500) Downtown	(CBD) Central Business	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institutional	(OS) Open Space	(PP) Public Park
Personal Service establishment		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				
Recycling collection station							P	P	P				
Restaurant, full service						P	P	C					

	(R-2.3) Riverfront	(R-9600) Residential	(R-7200) Residential	(MR) Multiple Residential	(DT-2500) Downtown	(CBD) Central Business	(GC) General Commercial	(IR) Industrial/ Retail	(LI) Light Industrial	(HI) Heavy Industrial	(P/I) Public/ Institutional	(OS) Open Space	(PP) Public Park
Retail trade – small scale (under 2,500 square foot floor area)				C	C	P	P	P	P				
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					

Section 4. Amendment of Section 19.03.080 GPMC. Section 19.03.080 of the Granite Falls Municipal Code is hereby amended to provide in its entirety as follows:

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) 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.

Section 5. Amendment of Section 19.04C.075 GFMC. Section 19.04C.075 of the Granite Falls Municipal Code is hereby amended to provide in its entirety as follows:

(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 GFMC [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](#) GFMC.

(D) Site Plan Application. The application shall meet the submittal requirements established by GFMC [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;~~

(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 GFMC [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.]

Section 6. Amendment of Chapter 19.05 GPMC. Chapter 19.05 of the Granite Falls Municipal Code is hereby amended to provide in its entirety as follows:

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 under common ownership at the time an application is submitted shall be considered a single site for the purposes of residential subdivision or short subdivision review, unless the designated official determines that separate review is appropriate. Such parcels may be required to be consolidated into a single residential subdivision or short subdivision application, regardless of the date of acquisition or their designation as separate lots, tracts, parcels, tax lots, or government lots. The use of 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:

- (a) The name or title of the proposed subdivision;
- (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) Boundary lines of tracts, lot lines, lot numbers, block numbers;
- (d) Location and name of existing and proposed streets and right-of-way;
- (e) Drainage channels, watercourses, marshes, lakes and ponds;
- (f) 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;
- (g) Existing structures and setbacks;
- (h) The location of existing driveways;
- (i) All easements and uses;
- (j) Existing and proposed utilities services;
- (k) Fire hydrant locations and distances;
- (l) Five-foot contour lines;
- (m) Preliminary street profile together with a preliminary grading and storm drainage plan;
- (n) A typical cross-section of the proposed street improvements;
- (o) 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 subdivision plat approval.

The application for final plat approval shall include:

- (A) Completed application form with fee.

(B) 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~~ 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.]~~

~~19.05.040~~ 035 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.~~

~~(ED) 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.~~

(FE) 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.

(GF) 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.

(KO) 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.

(MP) ~~(L) Accurate locations of all monuments at such locations as required by the city engineer~~ 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 plats—Dedications, 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.]

19.05.055 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.~~

(~~EE~~) 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.]~~

19.05.200 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 GPMC [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 GPMC [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 GPMC [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 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](#) GPMC 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 GPMC [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.

Notwithstanding the foregoing, an existing structure that does not conform to current zoning code requirements may be permitted to remain following a boundary line adjustment, provided that the boundary line adjustment does not increase the degree of nonconformance of the structure with respect to any applicable zoning standard.

(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.~~

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 GFMC. 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 GFMC 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](#) GFMC 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 GFMC [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](#) GFMC. 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](#) GFMC. 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](#) GFMC, 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 GPMC 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 GPMC, Subdivisions:

(1) A title that includes "Unit lot subdivision." ~~Notes shall be placed on the plat recorded with the county auditor's office to acknowledge the following:~~

(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 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;

(5e) Individual unit lots are not separate buildable sites and additional development may be limited; and The unit lot is 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.

Section 7. Amendment of Chapter 19.06 GFMC. Chapter 19.06 of the Granite Falls Municipal Code is hereby amended to provide in its entirety as follows:

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.~~ 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 GPMC](#).~~

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

(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 GPMC 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 GPMC 19.04D.065 and reasonable use lots under GPMC 19.07.020(D) are not subject to the calculation above.

Section 8. Amendment of Section 19.06.015 GPMC. Section 19.06.015 of the Granite Falls Municipal Code is hereby amended to provide in its entirety as follows:

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 GPMC 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 GPMC 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 GPMC 19.04D.065 and reasonable use lots under GPMC 19.07.020(D) are not subject to the calculation above.

Section 9. Amendment of Section 19.06.020 GPMC. Section 19.06.020 of the Granite Falls Municipal Code is hereby amended to provide in its entirety as follows:

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.

~~(5D) 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:~~

~~(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.~~

(E) 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.

(F) 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 G 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>

Table

1

Proposed Use	Adjacent Use	Width of Buffer	Type of Buffer
Apartment, townhouse, or group residence	Property designated low density by the Granite Falls comprehensive plan	10 feet	Type I (1)
Storm water management facility	-	5 feet	Type IV (2)
Dumpster enclosure, waste area or above ground utility boxes	-	5 feet	Type I
WCF and/or base station not in ROW	Property designated residential by the Granite Falls comprehensive plan	10 feet	Type I (1)

(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.

(G) Highway 92/Quarry Road Landscaping

All residential zoned properties adjoining Highway 92/Quarry Road shall provide and maintain a landscape buffer along the property line abutting Highway 92/Quarry Road.

(1) The required buffer shall be located between any fencing and the highway right-of-way and shall be designed to create a dense visual screen separating development from the highway corridor.

(2) Property owners are encouraged to preserve existing native and noninvasive vegetation within the buffer area to satisfy screening requirements. Credit toward compliance may be granted for retained trees and shrubs based on species, size, health, and overall effectiveness in providing visual screening, as determined by the city.

(3) A landscaping plan shall be prepared and submitted for city review by a licensed landscape architect or a Washington-certified professional horticulturalist.

(4) The buffer shall be developed in accordance with one of the buffer design options set forth in this section, unless an exception is approved pursuant to subsection (6) of this section.

(a) Option 1 – 20-Foot-Wide Landscape Buffer.

The following standards shall apply:

(i) Landscape Screening Standards.

A dense vegetated screen shall be provided in accordance with the following:

Evergreen Trees. Evergreen trees shall be provided at a rate of one tree per every one hundred fifty (150) square feet of buffer area. Each tree shall be at least eight feet in height at the time of planting and shall be capable of developing a minimum branching width of eight feet within five years. Trees shall be arranged to effectively obstruct views into the site. Multiple species shall be incorporated to provide visual interest and promote long-term health.

Deciduous Trees. Deciduous trees, such as vine maples or similar species, shall be incorporated to provide seasonal variation and visual interest. Deciduous trees shall have a minimum caliper of one inch at the time of planting.

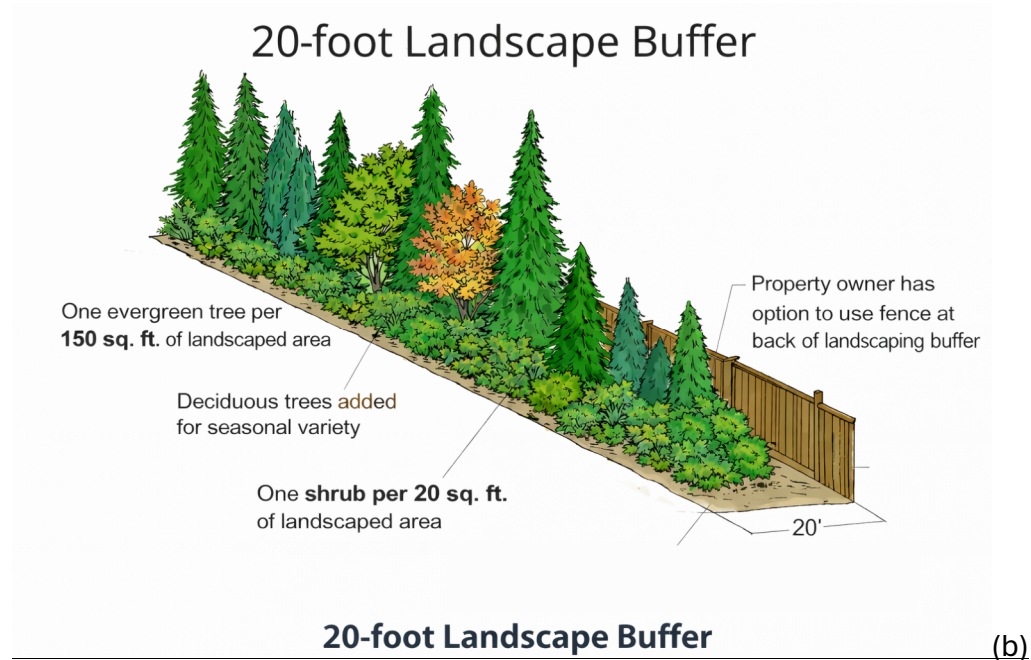
Shrubs. Shrubs shall be installed at a minimum rate of one (1) shrub per twenty (20) square feet of landscaped area. At least fifty percent (50%) of shrubs shall be evergreen, and a minimum of twenty-five percent (25%) shall be deciduous. Shrubs shall be a minimum of sixteen (16) inches tall at planting and attain a mature height between three (3) and four (4) feet.

Ground Cover. Ground cover shall be installed and spaced to achieve complete coverage of the buffer area within three years. Shrubs in four-inch pots shall be planted at 18 inches on center, and shrubs in one-gallon or greater sized containers shall be planted at 24 inches on center.

Plant Materials. New landscaping materials shall consist of drought-tolerant species native to the coastal region of the Pacific Northwest or noninvasive, drought-tolerant naturalized species adapted to regional climatic conditions.

Maintenance Assurance. A two-year performance bond, irrevocable letter of credit, or assignment of cash deposit shall be provided in accordance with Chapter 19.04D.21GPMC at the time of installation to ensure plant survival and maintenance through two growing seasons.

Fencing. Fences are optional and, if provided, shall not be located within the required landscape buffer.



Option 2 – 10-Foot-Wide Landscape Buffer with Fence.

The following standards shall apply:

(i) Landscape Screening Standards.

Landscaping shall be located between the fence and State Route 92/Quarry Road and shall form a dense visual screen, as follows:

Evergreen Trees. Evergreen trees shall be provided at a rate of one tree per every one hundred fifty (150) square feet of buffer area. Each tree shall be at least eight feet in height at the time of planting and shall be capable of developing a minimum branching width of eight feet within five years. Trees shall be arranged to effectively obstruct views into the site. Multiple species shall be incorporated to provide visual interest and promote long-term health.

Deciduous Trees. Deciduous trees, such as vine maples or similar species, shall be incorporated to provide seasonal

variation and visual interest. Deciduous trees shall have a minimum caliper of one inch at the time of planting.

Shrubs. 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.

Ground Cover. Ground cover shall be installed and spaced to achieve complete coverage of the buffer area within three years. Shrubs in four-inch pots shall be planted at 18 inches on center, and shrubs in one-gallon or greater sized containers shall be planted at 24 inches on center.

Plant Materials. New landscaping materials shall consist of drought-tolerant species native to the coastal region of the Pacific Northwest or noninvasive, drought-tolerant naturalized species adapted to regional climatic conditions.

Maintenance Assurance. A two-year performance bond, irrevocable letter of credit, or assignment of cash deposit shall be provided in accordance with Chapter 19.04D.21G FMC at the time of installation to ensure plant survival and maintenance through two growing seasons.

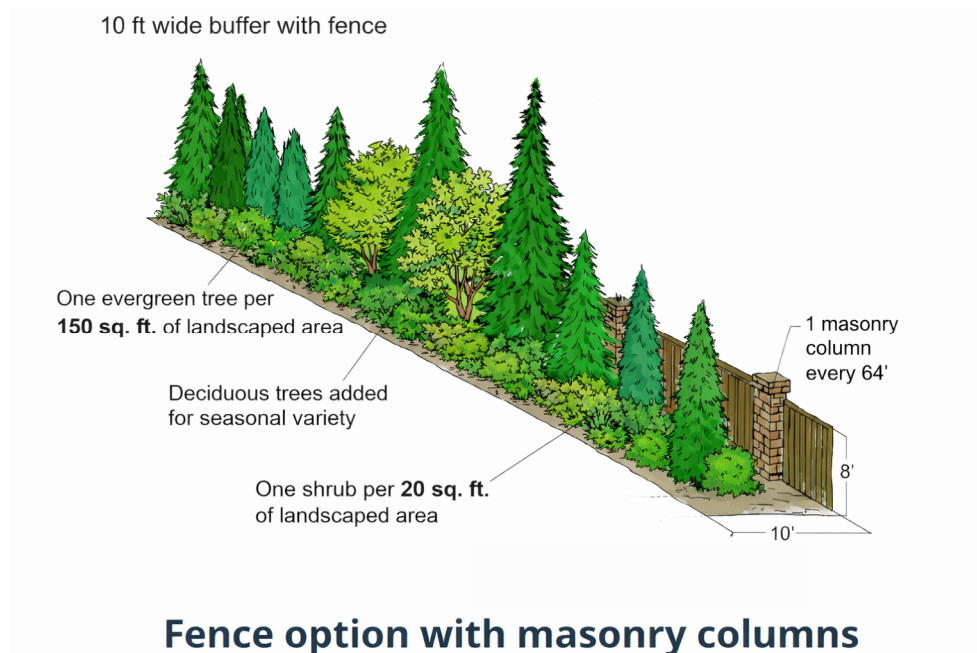
(5) Fence Standards.

(a) The fence shall be eight feet in height and constructed of durable materials.

(b) Razor wire, barbed wire, electric wire, and chain-link fencing are prohibited.

(c) The fence shall incorporate visual variation through one or more of the following methods:

(i) Masonry columns or posts provided at intervals not to exceed 64 feet. Columns shall extend at least one foot above the height of the fence and be a minimum of one foot in width; or



(6) 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, but are not limited to:

(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/Quarry Road corridor.

(7) Other alternative screening methods may be approved by the city when demonstrated to provide an effective, visually interesting, and long-term solution for buffering development from the highway corridor.

(GH) 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 GFMC 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.~~

~~(c2) 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.]

Section 10. Amendment of Section 19.06.050 GPMC. Section 19.06.050 of the Granite Falls Municipal Code is hereby amended to provide in its entirety as follows:

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.

Table 1 – Parking Spaces Required

Use	Parking Spaces Required
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.
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.</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

Table 1 – Parking Spaces Required

Use	Parking Spaces Required
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 GPMC [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.]

Section 11. Amendment of Section 19.06.090 GPMC. Section 19.06.090 of the Granite Falls Municipal Code is hereby amended to provide in its entirety as follows:

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 GPMC 19.06 for standard lots and GPMC 19.05.300(I)(6) for PRD lots.
Side setback	As allowed by the underlying zone (see GPMC 19.06) for standard lots, and GPMC 19.05.300(I)(6) for PRD lots.
Side street setback	As allowed by the underlying zone (see GPMC 19.06) for standard lots, GPMC 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 GPMC 19.03 for standard lots and GPMC 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.
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(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.

Section 12. Deletion of Section 19.15.010 GPMC. Section 19.15.010 of the Granite Falls Municipal Code is hereby repealed and deleted.

~~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.]~~

Section 13. Effective Date of Adoption. The Code Amendments adopted by this Ordinance shall become effective five days following passage of the Code Amendments adoption.

Section 14. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

PASSED this _____ day of _____, 2026, and signed in authentication of its passage this _____ day of _____, 2026.

Matthew Hartman, Mayor

Attest:

Darla Wilkins, MMC
City Clerk

Thom Graafstra, City Attorney
Emily Guildner, City Attorney

Date of Publication: _____

Effective Date: _____

**CITY OF GRANITE FALLS
ORDINANCE NO. 1071-2026**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, AMENDING CHAPTER 21.08, BY AMENDING SECTION 21.08.020; AMENDING SECTION 21.08.040; AMENDING SECTION 21.08.055; AMENDING SECTION 21.08.080; RELATED TO IMPACT FEES TO COMPLY WITH RECENT AMENDMENTS TO CHAPTER 58.17 RCW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Granite Falls is a code city duly organized and existing under the laws of the State of Washington and is authorized pursuant to RCW 82.02.060 to impose impact fees on development activity to fund public facilities required to serve new growth; and

WHEREAS, Title 21 of the Granite Falls Municipal Code establishes transportation impact fees to mitigate the impacts of growth on the City's transportation system; and

WHEREAS, the Washington State Legislature adopted Senate Bill 5258 (SB 5258), which requires jurisdictions imposing transportation impact fees to ensure that fees for residential development are proportionate to the impacts of such development, including requiring proportionately lower impact fees for smaller housing units and multifamily development; and

WHEREAS, SB 5258 requires that impact fee schedules for residential development consider factors including, but not limited to, the size of housing units, the number of bedrooms, or vehicle trips generated, and result in proportionally lower impact fees for smaller housing units; and

WHEREAS, professionally accepted transportation planning data demonstrates that multifamily and smaller housing units generate fewer average weekday vehicle trips than single-family detached dwelling units; and

WHEREAS, the Granite Falls Comprehensive Plan includes goals and policies intended to ensure that public facilities are provided concurrently with development, to support housing affordability, and to promote orderly and sustainable growth within the City; and

WHEREAS, the City Council finds that impact fees calculated in proportion to the impacts of new development promote fairness, transparency, and predictability while continuing to provide funding for necessary public facilities; and

WHEREAS, the City has reviewed the proposed amendments for consistency with the Granite Falls Comprehensive Plan and applicable state law, and finds that the amendments further the goals and policies of the Comprehensive Plan; and

WHEREAS, the City has notified the Washington Department of Commerce of the City's intent to adopt the proposed amendments set forth in this ordinance; and

WHEREAS, public notice in accordance with state law and Granite Falls Municipal Code was provided for all public hearings, notifying the general public of their opportunity to provide public input concerning the proposed amendments, and public testimony and written comments were considered; and

WHEREAS, the Planning Commission held a public hearing on the proposed amendments at their January 13, 2026 meeting. One member of the public attended and provided public comment; and

WHEREAS, the Planning Commission made a recommendation to City Council to accept the proposed amendments as prepared and revised by staff and the consultant; and

WHEREAS, the City Council has considered the staff report, Planning Commission recommendation, public testimony, and the entire record before it; and

WHEREAS, the City Council finds that adoption of the Title 21 amendments is in the best interest of the public health, safety, and welfare of the residents of Granite Falls and will promote orderly growth and development within the City;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANITE FALLS DO
ORDAIN AS FOLLOWS:**

Section 1. Findings. The above recitals are hereby adopted by reference as legislative findings in support of this ordinance.

Section 2. Amendment of Chapter 21.08 GFMC. Chapter 21.08 of the Granite Falls Municipal Code is hereby amended to provide in its entirety as follows:

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 rights-of-way 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:

$$\begin{array}{rcl} \text{Impact fee} & = & \text{SFR fee} \times \text{development AWDT} \\ & & \underline{\hspace{1.5cm}} \\ & & 9.57 \end{array}$$

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)

$$\underline{\$2,500 \times 0.56 = \$1,400}$$

Mid-rise Multifamily (5-9 stories)

$$\underline{\$2,500 \times 0.68 = \$1,700}$$

Townhouse/Condominium

$$\underline{\$2,500 \times 0.61 = \$1,525}$$

(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.]

Section 3. Effective Date of Adoption. The Code Amendments adopted by this Ordinance shall become effective five days following passage of the Code Amendments adoption.

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

PASSED this _____ day of _____, 2026, and signed in authentication of its passage this _____ day of _____, 2026.

Matthew Hartman, Mayor

Attest:

Darla Wilkins, MMC
City Clerk

Thom Graafstra, City Attorney
Emily Guildner, City Attorney

Date of Publication: _____

Effective Date: _____



GRANITE FALLS

City of Granite Falls
215 S. Granite Avenue / P.O. Box 1440
Granite Falls, Washington 98252

P (360) 691-6441
F (360) 691-6734
www.ci.granite-falls.wa.us

PUBLIC HEARING NOTICE

City of Granite Falls
January 21, 2026
7:10 p.m., or soon thereafter

BEFORE THE GRANITE FALLS CITY COUNCIL

NOTICE IS HEREBY GIVEN THAT, in the Granite Falls City Hall Council Chambers at 215 S. Granite Avenue, Granite Falls, WA on Wednesday, the 21st day of January, 2026, at 7:10 p.m., or soon thereafter, a public hearing will occur to receive comments regarding proposed revisions and updates to Titles 19 and 21 of the Granite Falls Municipal Code including but not limited to definitions, land use and development standards, and to integrate local requirements associated with the City's obligations under the Growth Management Act and recently enacted legislation by the Washington State Legislature. The proposed amendments also ensure consistency with the City's recently adopted 2024 Comprehensive Plan.

Any person may appear at the hearing and may comment on the proposed amendments. If you are unable to attend the public hearing in person, you may submit your written comments by 5:00 p.m., January 21st, to the attention of the City Clerk at Granite Falls City Hall, 215 S. Granite Avenue, Granite Falls, WA, 98252, or to amy.hess@ci.granite-falls.wa.us, in order for your comments to be considered as part of the formal record. Additional information may be obtained at City Hall from 8:30 a.m. to 5:00 p.m. or by calling 360-691-6441.

The public hearing will take place in person at 215 S Granite Avenue Council Chambers and for viewing only via Zoom/teleconference.

GRANITE FALLS CITY COUNCIL

Darla Wilkins, City Clerk

Dated this 9th day of January 2026.

Notice – All Proceedings of this meeting are sound recorded



GRANITE FALLS

City of Granite Falls
215 S. Granite Avenue / P.O. Box 1440
Granite Falls, Washington 98252

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GRANITE FALLS CITY COUNCIL

Darla Wilkins, City Clerk

Dated this 9th day of January 2026.

Notice – All Proceedings of this meeting are sound recorded



VERIFICATION OF PUBLIC HEARING POSTING
FOR CONSIDERATION OF PROPOSED REVISIONS AND
UPDATES TO TITLE 19 GFMC

I, Darla Reese, City Clerk for the City of Granite Falls, WA hereby certifies the Notice of Public Hearing for the Granite Falls City Council was posted in three public places as described below. This Public Hearing will be held on Wednesday, January 21, 2026, at 7:10 p.m., or soon thereafter in person.

City Hall, 215 South Granite Avenue by: Darla date: 1/9/2026

Granite Falls Public Library, 815 East Galena Street by: [Signature] date: 1/9/2026

Granite Falls Post Office, 205 East Stanley Street by: [Signature] date: 1/9/2026

Emailed to the media parties of record

by: Darla date: 1/9/2026

Certified this 9th day of January, 2026

Darla Wilkins
By Darla Wilkins, MMC, City Clerk



CITY COUNCIL AGENDA BILL

Subject: 7.e.

Originating Dept.: Public Works

Action Recommended: Staff recommends item approval.

Approval(s): Attorney
City Manager

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s):

1. Scope and fee Union and Kentucky Ave Impv

Budgeted Amount:

\$1,351,250

BARS Code:

303 (Cif/Streets) 595-42-63-26 \$ 941,250

402 (Cif/Water) 594-34-63-15 \$410,000

Summary Statement:

In continuation of the Union Street and Kentucky Avenue Improvements project, partially funded by the Transportation Improvement Board (TIB), City staff requested a scope of work and fee proposal from consulting engineers Gray & Osborne. The requested services support ten elements of the project, including survey and mapping, project design, bidding and award assistance, and construction management.

The total estimated cost of \$153,100 is divided into two components. The water system improvements are 100% locally funded and total \$58,800. The roadway improvements total \$94,300, of which \$9,430 is locally funded.

Background:

This project was awarded in November 2025, and in December 2025, Council authorized the City Manager to execute the agreement with the Transportation

Improvement Board (TIB). The agreement has since been fully executed. Upon completion of final design and quality assurance/quality control (QA/QC), the project will be advertised for bid. Bids will be presented to Council for review and approval.

Recommended Motion:

1) Motion to approve the scope and fee from Gray and Osborne for design and construction support related to the Union Street and Kentucky Avenue Improvements Project, in an amount not to exceed \$153,100, and authorize the City Manager to sign.



December 16, 2025

Mr. Jeff Balentine
City Manager
P.O. Box 1440
215 Granite Avenue
Granite Falls, Washington 98252

SUBJECT: CONTRACT FOR UNION STREET AND KENTUCKY AVENUE
IMPROVEMENTS
CITY OF GRANITE FALLS, SNOHOMISH COUNTY, WASHINGTON
G&O #PR255.71

Dear Mr. Balentine:

Please find the attached Contract for providing engineering support services for the Union Street and Kentucky Avenue Improvements. Project improvements include the following.

UNION STREET

- Limits: City Hall to Indiana Avenue.
- Length: 750 feet
- Improvements: Isolated pavement repairs, overlay, adjustment of existing utility castings, and reestablishment of all pavement markings. The existing non-compliant curb ramps within the project limits are currently being designed as part of the Kentucky Avenue and Indiana Avenue Improvement Project.

KENTUCKY AVENUE

- Limits: Grand Street to Union Street
- Length: 1,200 feet
- **Improvements:** Isolated pavement repairs, overlay, adjustment of existing utility castings, and reestablishment of all pavement markings. Six non-compliant ramps will be replaced at the intersection of Kentucky Avenue and Wallace Street. The existing 6-inch diameter asbestos cement water main between Pioneer Street and Union Street will be replaced with a new 8-inch ductile iron water main.



Mr. Jeff Balentine
December 16, 2025
Page 2

Funding for the pavement repair and overlay portion of the project will be shared between the City and the Washington State Transportation Improvement Board (TIB). The water main replacement will be funded entirely by the City.

We are requesting a contract in the amount of \$153,100 to complete the services. The TIB-funded portion amounts to \$94,300, whereas the City-funded portion for the water main design is \$58,800. The Tasks to complete these services are outlined in our Scope of Work, which is presented in Exhibit A, whereas our Cost Proposal is provided in Exhibit B.

Please call me if you wish to discuss this Proposal or if you require any additional information. If you would like us to proceed with this work, please sign where indicated on the following page and return the signed page to us. Thank you for the opportunity to provide these engineering services to the City. We look forward to continuing to work with you.

Sincerely,

GRAY & OSBORNE, INC.

Stacey A. Clear, P.E.

SAC/sr
Encl.

cc: Ms. Darla Wilkins, City Clerk, City of Granite Falls



Mr. Jeff Balentine
December 16, 2025
Page 3

**CITY OF GRANITE FALLS – UNION STREET AND KENTUCKY AVENUE
IMPROVEMENTS**

I hereby authorize Gray & Osborne, Inc., to proceed with the design of the Union Street and Kentucky Avenue Improvements as described herein under the terms and conditions of our current General Services Agreement, and for a cost not to exceed \$153,100 without written authorization by the City.

Name (Print)

Title

Signature

Date

EXHIBIT A
SCOPE OF WORK
CITY OF GRANITE FALLS
UNION STREET AND KENTUCKY AVENUE IMPROVEMENTS

INTRODUCTION

The City of Granite Falls (City) desires to complete the following improvements on Union Street and Kentucky Avenue.

Union Street

- Limits: City Hall to Indiana Avenue
- Length: 750 feet
- Improvements: Isolated pavement repairs, overlay, adjustment of existing utility castings, and reestablishment of all pavement markings.

Kentucky Avenue

- Limits: Grand Street to Union Street
- Length: 1,200 feet
- Improvements: Isolated pavement repairs, overlay, adjustment of existing utility castings, and reestablishment of all pavement markings. Six non-compliant ramps will be replaced at the intersection of Kentucky Avenue and Wallace Street. The existing 6-inch diameter asbestos cement water main between Pioneer Street and Union Street will be replaced with a new 8-inch ductile iron water main. Existing water services/meters and fire hydrants will be replaced with new facilities.

Funding for the pavement repair and overlay portion of the project will be shared between the City and the Washington State Transportation Improvement Board (TIB). The water main replacement will be funded entirely by the City.

To accommodate the various funding sources, the project will be split into two separate schedules of work. Schedule A will be the pavement repair and overlay work, which is eligible for TIB reimbursement. Schedule B will be the water main improvements and will be funded entirely by the City. All costs associated with this project will be tracked and invoiced accordingly.

The engineering and related services contemplated for this project will generally include topographic survey and mapping, preparing Plans (including project-specific details), Specifications, Cost Estimates and coordinating with the funding Agency.

Our Scope of Work is more fully detailed in the following Tasks.

Task 1 – Project Management

Objective: Provide overall project management of Gray & Osborne resources, monitor and manage budgets, manage and oversee the schedule of deliverables, manage quality assurance/quality control program, and provide client contact.

Consultant Responsibilities

- A. Contract execution, internal accounting, and auditing.
- B. Internal resource management and prioritization of resources.
- C. Oversee quality assurance/quality reviews (see Task 8) of engineering products to include constructability review, risk management assessment, and identification and resolution of critical path items.
- D. Preparation of monthly progress reports and invoices that identify major work items completed during the invoice period and identification of any impacts to the schedule, scope, and budget.
- E. Manage and oversee the schedule of deliverables.

Assumptions

- Gray & Osborne will provide standard Gray & Osborne-formatted invoices identifying personnel, hours, and direct costs (mileage, printing, etc.).

City Responsibilities

- Review and process monthly invoices in a timely fashion.

Task 2 – Field Investigation

Objective: Conduct a walking survey of both Union Street and Kentucky Avenue to gain an understanding of the general condition of the road surfaces.

Consultant Responsibilities

- A. Conduct a walking survey to prepare an inventory of various site conditions including limits of pavement markings, inventory the number and type of utility structures, and identification of isolated pavement issues. The site visit will be conducted in sufficient detail to aid in the preparation and development of Bid Documents and to aid in the development of Bid Quantities and Cost Estimates.

Assumptions

- A geotechnical evaluation of the project area is not included in this Scope of Work.

Task 3 – Survey and Mapping

Objective: Establish vertical and horizontal control (or utilize existing control from previous projects) and acquire pertinent topographical features suitable to support the design of the water main improvements and curb ramps on Kentucky Avenue.

Survey to support the design of the curb ramps will be limited to the intersection of Kentucky Avenue and Wallace Street.

Consultant Responsibilities

- A. Establish vertical and horizontal control for survey and mapping at a scale of 1-inch equal to 20 feet horizontal and 1-inch equal to 5 feet vertical. The vertical datum will be NAVD 88. Provide (set or establish) a minimum of two survey control points for vertical and horizontal control within the project area.
- B. Perform topographical survey within the project area and extending a maximum of 5 feet beyond the existing rights-of-way. The survey will establish surface grades, pavement edges, curbs, gutters, sidewalks, utilities (visually obvious and/or painted on the ground prior to the survey), utility structures (poles, hydrants, meters, valves, etc.), fences, and any significant landscaping adjacent to the areas of work.

Assumptions

- The development and/or recording of a “Record of Survey” is not required or included in this Scope of Work.
- City-approved horizontal and vertical control/datum is available and accessible within 1/4 of a mile of the project site.
- No right-of-way acquisition, to include Title Reports, Right-of-Entry Agreements, appraisals, appraisal reviews, market research, legal descriptions, Deeds, negotiations, Conveyance Documents, or Temporary Construction Easements are included in this Scope of Work.

City Responsibilities

- The City will support survey efforts regarding notification to, and inquiries from Private Property Owners.
- The City will contact the private utility companies to have their facilities marked/painted on the ground prior to the survey.

Task 4 – Utility Data Acquisition

Objective: Acquire Record Drawings and map information from utility companies known to provide service in the project corridor.

Consultant Responsibilities

- A. Provide written (email) requests to all utility companies known to provide utility service in the project area.
- B. Review data provided by utility companies and incorporate into design products as may be applicable.

Assumptions

- Utility companies will provide requested information in a timely manner.

Task 5 – Preliminary Design (60 Percent)

Objective: Use information generated in Tasks 2, 3, and 4 to develop a preliminary design for the City’s evaluation, review, and comment.

Consultant Responsibilities

- A. Develop a base map of the project corridor to include survey data and pertinent utility information.
- B. Provide a preliminary layout of the water improvements. Project-specific Water Connection Details will be provided for review and comment by the City.
- C. Develop Cost Estimates for the City’s review and comment. Work will be split into two separate schedules of work. Schedule A will be the pavement repair and overlay work. Schedule B will be the water main improvements.
- D. Conduct a design meeting/project walkthrough with City Staff.
- E. Perform quality assurance/quality control review at the 60 percent level.

Deliverables

- Provide electronic (pdf) copy of the preliminary layout of the water main improvements.
- Provide electronic (pdf) copy of the Construction Cost Estimate.

Task 6 – Semifinal Design (90 Percent)

Objective: Develop Design/Bid/Construction Documents based on Preliminary Design (60 percent) Documents and comments.

- A. Prepare Semifinal Specifications to include Proposal, Contract, and Bonding Forms. This work assumes Project Specifications (including Special Provisions) will be based on the Washington State Department of Transportation (WSDOT) Standard Specifications for Road, Bridge, and Municipal Construction and Amendments thereto (2026 Version).
- B. Prepare Semifinal Plans. The Plans will include a Title Sheet, Index Sheet/Legend/Vicinity Map/etc., Water Plan and Connection Details, typical Roadway Sections, and associated Detail Sheets. Applicable City

Design Standards, WSDOT Design Standards, and Manual on Uniform Traffic Control Devices (MUTCD) Standards will also be included.

- C. Update the Cost Estimates.
- D. Perform quality assurance/quality control review at the 90 percent level.

Deliverables

- Provide electronic (pdf) copy of the Semifinal Plans, Specifications, and Cost Estimate.

Task 7 – Final Design (100 Percent)

Objective: Prepare Final Project Plans, Specifications, and Cost Estimates sufficient for bidding and constructing the project.

- A. Prepare Final Plans, Specifications, Construction Cost Estimate which incorporates relevant comments from the quality assurance/quality control process and City reviews.
- B. Prepare the TIB Bid Authorization form for signature by the City.

City Responsibilities

- The City will submit the signed TIB Bid Authorization form to the TIB and receive approval to advertise the project.

Deliverables

- Provide separate electronic (pdf) files for the Plans, Specifications, and Construction Cost Estimate.
- Provide one hard (paper) copy of the Final Plans (half-size) and Specifications.

Task 8 – Quality Assurance/Quality Control

Objective: Provide quality assurance/quality control reviews of engineering products to enhance overall quality of products. Prepare quality assurance/quality control review recommendations as further noted in this Task.

- A. Conduct two quality assurance/quality control reviews at 60 Percent and 90 percent design levels by key design team members to solicit comments, recommendations, and suggestions regarding engineering products,

constructability issues, critical path items, risk management, and quality of products. The City will be invited to participate.

Task 9 – Bid and Award Services

- Objective:** Assist the City in bidding and awarding the project to the lowest, responsible, responsive Contractor.
- A. Prepare the “Call for Bids” and submit to the Everett Herald and the Daily Journal of Commerce for publication.
 - B. Answer bid inquiries received during the bid phase.
 - C. Prepare Addendum(s), as needed, to the clarify Bid Documents.
 - D. Post Bid Documents to the Gray & Osborne, Inc.’s Bid Document Distribution System where the information may be downloaded, free of charge, by bidders.
 - E. Generate and distribute the summary of the bids received.
 - F. Prepare the TIB’s Updated Cost Estimate at Bid Opening form for signature by the City.

City Responsibilities

- The City will cover the costs for publication of the “Call for Bids” in the newspapers previously noted.

Task 10 – Construction Management Services

- Objective:** Provide overall construction management services for the duration of the project. The Scope of Work includes office support and limited field inspection services for both the road and water improvements. Based on the size of the project, it is anticipated that Contract duration for both the road and water improvements will be 40 working days (8 weeks) to Substantial Completion and an additional 10 working days (2 weeks) to reach Physical Completion. Limited (part-time) field inspection will be provided, consisting of 16 hours per week for the road improvements and water improvements. No inspection hours are included for the time between Substantial and Physical Completion.

- A. Project Management – Provide overall project management to include resource allocation management, client contact, risk management assessment, monitoring of Contractor’s compliance with schedule, and assist the City during the construction phase of this project.
- B. Preconstruction Services
 - 1. Assist City in Contract execution (Contractor and City).
 - 2. Organize and lead the preconstruction conference (prepare agenda, conduct meeting, and prepare meeting minutes), and issuing a formal Notice to Proceed.
 - 3. Review Contractor’s schedule, and provide comments to the Contractor and City as applicable.
- C. Contract Administration
 - 1. Assist the City in negotiation of Change Orders as may be applicable.
 - 2. Track, review, and evaluate Requests for Information (RFI) from the Contractor. Manage responses to RFIs.
 - 3. Provide office support to include review of material submittals, A Statement of Intent to pay prevailing wages, and other miscellaneous items to support Contractor inquiries, field activities, Contract Requirements, and City requests.
 - 4. Prepare monthly progress (pay) estimates and review with the Contractor and City.
- D. Field Observation
 - 1. Provide limited onsite observation services to observe the progress of the work and determine, in general, that the work is proceeding in accordance with the Contract Documents and notify the Contractor of non-compliance. Review means and methods employed by the Contractor and materials delivered to the site.
 - 2. Provide field documentation to include the Inspector’s Daily Report, Weekly Quantity Reports, and Weekly Working Day Reports. Confirm quantities for payment with the Contractor in the field on a weekly basis.

3. At Substantial Completion, coordinate with the City and prepare a punchlist of items to be completed or corrected.

E. Project Closeout Services

1. Assist the City in preparing project closeout paperwork in compliance with State law and TIB Requirements.
2. Prepare Record Drawings based on the Contractor's submittal of his drawings (including markups) and the Inspector's markups.

Deliverables

- Provide electronic (pdf) copies of all Daily and Weekly Inspection Reports to the City throughout the construction phase.
- Provide an electronic (pdf) copy of the Final Record Drawings to the City.

EXHIBIT B-1

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

CITY OF GRANITE FALLS - UNION STREET AND KENTUCKY AVENUE IMPROVEMENTS - ROAD IMPROVEMENTS

Tasks	Principal Hours	Project Manager/ Engineer Hours	Civil Engineer Hours	Field Inspector Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours	Professional Land Surveyor Hours	Field Survey Crew Member Hours
1 Project Management	4	4					
2 Field Investigation		8	8				
3 Survey and Mapping					8	8	20
4 Utility Data Acquisition			4		8		
5 Preliminary Design (60 Percent)		32	60		24		
6 Semifinal Design (90 Percent)		20	40		16		
7 Final Design (100 Percent)		20	60		16		
8 Quality Assurance/Quality Control	4	4	8				
9 Bid and Award Services	2	16	8				
10 Construction Management Services	4	24	24	64			
Hour Estimate:	14	128	212	64	72	8	20
Fully Burdened Billing Rate Range:*	\$170 to \$270	\$170 to \$270	\$140 to \$190	\$120 to \$200	\$70 to \$190	\$140 to \$220	\$80 to \$160
Estimated Fully Burdened Billing Rate:*	\$250	\$210	\$180	\$180	\$125	\$210	\$140
Fully Burdened Labor Cost:	\$3,500	\$26,880	\$38,160	\$11,520	\$9,000	\$1,680	\$2,800

Total Fully Burdened Labor Cost: \$ 93,540

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 760

TOTAL ESTIMATED COST (ROAD IMPROVEMENTS): \$ 94,300

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

EXHIBIT B-2

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

CITY OF GRANITE FALLS - UNION STREET AND KENTUCKY AVENUE IMPROVEMENTS - WATER IMPROVEMENTS

Tasks	Principal Hours	Project Manager/ Engineer Hours	Civil Engineer Hours	Field Inspector Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours	Professional Land Surveyor Hours	Field Survey Crew Member Hours
1 Project Management	4	4					
2 Field Investigation							
3 Survey and Mapping		2			8	8	40
4 Utility Data Acquisition							
5 Preliminary Design (60 Percent)		16	16		16		
6 Semifinal Design (90 Percent)		8	16		16		
7 Final Design (100 Percent)		16	16		16		
8 Quality Assurance/Quality Control	4	4	4				
9 Bid and Award Services	2	4	4				
10 Construction Management Services	4	24	16	64	4		
Hour Estimate:	14	78	72	64	60	8	40
Fully Burdened Billing Rate Range:*	\$170 to \$270	\$170 to \$270	\$140 to \$190	\$120 to \$200	\$70 to \$190	\$140 to \$220	\$80 to \$160
Estimated Fully Burdened Billing Rate:*	\$250	\$210	\$180	\$180	\$125	\$210	\$125
Fully Burdened Labor Cost:	\$3,500	\$16,380	\$12,960	\$11,520	\$7,500	\$1,680	\$5,000

Total Fully Burdened Labor Cost: \$ 58,540

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 260

TOTAL ESTIMATED COST (WATER IMPROVEMENTS): \$ 58,800

TOTAL ESTIMATED COST (ROAD IMPROVEMENTS): \$ 94,300

TOTAL ESTIMATED COST (ALL WORK): \$ 153,100

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



CITY COUNCIL AGENDA BILL

Subject: 7.f.

Originating Dept.: City Council

Action Recommended: Adopt the Proclamation in Recognition of America's Semiquincentennial (250th) Birthday, as presented.

Approval(s):

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s):

1. Proclamation America 250

Budgeted Amount: N/A

BARS Code: N/A

Summary Statement:

The City Council is requested to consider and adopt a Proclamation recognizing America's Semiquincentennial (250th) Birthday and designating the period from January 2026 through July 4, 2026, and continuing through the Semiquincentennial year, as a time for the City of Granite Falls to celebrate this historic milestone.

Background:

On July 4, 2026, the United States of America will commemorate the 250th anniversary of the adoption of the Declaration of Independence. This historic milestone provides the citizens of Granite Falls and communities throughout the nation with an opportunity to reflect on our nation's enduring principles, honor the sacrifices of those who came before us, and recommit ourselves to the ideals of democracy, liberty, and justice.

The City of Granite Falls has an opportunity to join communities throughout Washington State in recognizing this significant commemoration through the Washington America 250 Commission. Local partner organizations, including the Stillaguamish Valley Genealogical Society and the Marcus Whitman Chapter of the National Society Daughters of the American Revolution, are actively

engaged in planning and promoting commemorative events and educational programs.

The adoption of this Proclamation will:

- Formally recognize the significance of America's 250th anniversary
- Demonstrate Granite Falls' commitment to civic engagement and community celebration
- Encourage residents, businesses, and organizations to participate in commemorative activities
- Honor the historical contributions of all Americans, including the sovereign presence of tribal nations whose ancestral lands and stewardship predate our nation's founding

Recommended Motion:

1) Move to adopt the Proclamation in Recognition of America's Semiquincentennial (250th) Birthday.

CITY OF GRANITE FALLS

Granite Falls, Washington

PROCLAMATION

In Recognition of America's Semiquincentennial (250th) Birthday

WHEREAS, on July 4, 2026, the United States of America will commemorate the Semiquincentennial anniversary of the adoption of the Declaration of Independence, marking 250 years of American democracy, self-governance, and the perpetual pursuit of liberty and justice; and

WHEREAS, this historic milestone provides all Americans—and specifically the residents and civic leaders of Granite Falls—with an opportunity to reflect on the enduring principles of our founding documents, to honor the sacrifices and achievements of those who came before us, and to recommit ourselves to the ideals that bind our nation together; and

WHEREAS, the principles of democracy, individual liberty, representative governance, and equal protection under law upon which our nation was founded remain as vital and relevant today as they were in 1776, and deserve renewed appreciation and steadfast commitment from every generation; and

WHEREAS, the Semiquincentennial celebration offers the citizens of Granite Falls a meaningful occasion to strengthen our connection to our nation's shared history, to recognize the diverse contributions of all Americans across regions, cultures, and backgrounds, and to reflect on our collective responsibility in sustaining these foundational ideals for future generations; and

WHEREAS, this commemoration also honors the sovereignty and lasting presence of Tribal Nations—including the Snohomish, Tulalip, and Muckleshoot—whose ancestral lands and stewardship predate our nation's founding and whose voices and perspectives remain essential to our understanding of American history and our pathway forward together; and

WHEREAS, the City of Granite Falls, as a community dedicated to civic engagement, economic opportunity, and the well-being of all our residents, recognizes that the values of the American founding—fairness, accountability, opportunity, and service to one another—are the same values that guide our municipal governance and community stewardship today; and

WHEREAS, citizens and organizations throughout Snohomish County, including the Stillaguamish Valley Genealogical Society, the National Society Daughters of the American Revolution (NSDAR) and its Marcus Whitman Chapter, and countless other community groups, are actively engaging in the WA America 250 Commission to ensure this significant commemoration enriches and educates our community; and

WHEREAS, the Semiquincentennial celebration spanning from 2023 (the 250th anniversary of the Boston Tea Party) through 2033 (the 250th anniversary of the Treaty of Paris) invites us to examine all aspects of our nation's journey—including both the noble aspirations and the complex challenges—and to honor all who struggled, sacrificed, and persevered to establish and sustain a more perfect union; and

WHEREAS, the City of Granite Falls stands ready to support and participate in America 250 commemorative events and initiatives that will bring our community together in celebration, education, and renewed civic purpose;

NOW, THEREFORE, BE IT PROCLAIMED that the Granite Falls City Council does hereby recognize and proclaim that **the period from January 2026 through July 4, 2026, and continuing through the Semiquincentennial year, shall be designated as a time for the City of Granite Falls to celebrate America's 250th Birthday**, and calls upon all residents, businesses, civic organizations, educational institutions, and community groups within Granite Falls to participate in commemorative activities, educational programs, historical reflections, and celebrations that honor our nation's heritage and reaffirm our shared commitment to the principles of freedom, democracy, and opportunity.

BE IT FURTHER RESOLVED that the City of Granite Falls encourages all community members to:

- Engage in educational activities that deepen understanding of American history, values, and democratic institutions;
- Participate in local, regional, and national commemorative events celebrating the Semiquincentennial;
- Reflect on how the founding principles of our nation inform and guide our community's vision and values;
- Honor and recognize the historical and ongoing contributions of Tribal Nations and all Americans to our shared history;
- Support one another in strengthening the civic bonds that unite us as citizens and neighbors.

PASSED by the City Council and **APPROVED** by the Mayor on this 21st day of January 2026.

CITY OF GRANITE FALLS

ATTEST:

By _____

By _____

Matthew Hartman, Mayor

Darla Wilkins, City Clerk



CITY COUNCIL AGENDA BILL

Subject: 7.g.

Originating Dept.: City Council

Action Recommended: Approve Resolution **Approval(s):**
2026-03 establishing consolidated purchasing policies, procedures, and delegation of purchasing authority to the City Manager and Department Heads, replacing Resolution 2021-03 and Resolution 2008-04.

Meeting Date: January 21, 2026

Date Submitted:

Exhibit(s):

1. JBV2 GFResolution 2026-03 - Consolidated Purchasing Policies Procedures and Delegation of AuthoritiesV3

Budgeted Amount: All

BARS Code: All

Summary Statement:

Consideration of a Resolution consolidating City purchasing and public works contracting policies, repealing Resolutions 2021-03 and 2008-04, and establishing tiered delegation of purchasing authority to the City Manager and Department Heads based on percentages of the then-applicable Small Works Roster maximum under state law.

Background:

At the January 15, 2026 City Council work session, staff presented multiple delegation of authority options, including retaining the current structure, delegating specific categories only, a tiered delegation model, and a maximized delegation model. Following discussion, the Council directed staff to prepare a Resolution implementing

the tiered delegation approach (Option 3) using floating thresholds set at seventy percent (70%) of the then-applicable Small Works Maximum for the City Manager and up to thirty-five percent (35%) of that same maximum for Department Heads at the City Manager's discretion. The Resolution also consolidates and updates existing purchasing and small works roster policies to align with current RCW requirements while preserving Council authority over strategic, policy, and high-value contracts.

Recommended Motion:

1) Move to approve Resolution 2026-03 establishing consolidated purchasing policies, procedures, and delegation of purchasing authority to the City Manager and Department Heads, replacing Resolution 2021-03 and Resolution 2008-04.

**CITY OF GRANITE FALLS
RESOLUTION NO. 2026-01**

**A RESOLUTION OF THE CITY OF GRANITE FALLS ESTABLISHING CONSOLIDATED
PURCHASING POLICIES, PROCEDURES, AND DELEGATION OF PURCHASING
AUTHORITY**

WHEREAS, the City Council previously adopted Resolution 2021-03, which establishes procedures relating to purchasing materials, supplies, and equipment; and

WHEREAS, the City Council previously adopted Resolution 2008-04, which establishes a small works roster process for public works contracts; and

WHEREAS, RCW 35A.40.210, RCW 35.23.352, RCW 39.04.190, and RCW 39.04.152 establish the statutory framework for municipal purchasing and public works contracting; and

WHEREAS, RCW 39.04.152 establishes a maximum threshold for small works roster projects; and

WHEREAS, RCW 35.23.352 establishes thresholds for purchases of materials, supplies, and equipment not related to public works; and

WHEREAS, the City Council has determined it is in the best interests of the City to consolidate and streamline its purchasing policies, to establish clear delegation of authority to the City Manager and Department Heads, and to improve operational efficiency while maintaining appropriate fiscal controls and Council oversight; and

WHEREAS, the City Council finds that delegating purchasing authority consistent with Washington State law will enable the City to respond more quickly to operational needs, improve vendor negotiations, reduce administrative burden on the City Council, and maintain appropriate fiscal controls through budget appropriations and regular reporting;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, HEREBY RESOLVES AND ESTABLISHES AS FOLLOWS:

CONSOLIDATED PURCHASING POLICIES AND PROCEDURES

SECTION 1: PURPOSE

These Policies and Procedures are established to:

1. Consolidate the City's purchasing policies and procedures
2. Establish clear delegation of purchasing authority to the City Manager and Department Heads
3. Reduce operational delays in purchasing decisions
4. Improve efficiency in vendor negotiations and contract award processes

5. Reduce Council agenda burden by delegating routine operational purchasing authority
 6. Ensure compliance with Washington State law and fiscal controls
 7. Maintain transparency and public accountability in all purchasing decisions
 8. Enable quick response to emergency repairs and time-sensitive operational needs
-

SECTION 2: SCOPE

These Consolidated Purchasing Policies and Procedures apply to all purchases by the City of materials, supplies, equipment, services, and public works contracts, and supersede the Policies and Procedures in Resolution 2021-03 and Resolution 2008-04 as to solicitations to which these Policies and Procedures apply.

SECTION 3: DELEGATION OF AUTHORITY—OVERVIEW

The City Manager is delegated authority to approve and execute purchases and contracts within the limits and conditions established in this Resolution. The City Manager may further delegate authority to Department Heads as specified in Section 5.

All delegated authority is subject to:

- Annual budget appropriations and departmental budget limits
 - Applicable Washington State purchasing and public works laws
 - Competitive bidding requirements established by law
 - All applicable City policies, procedures, and regulations
 - Council-approved capital plans and policies
-

SECTION 4: CITY MANAGER PURCHASING AUTHORITY

4.1 Scope of Delegation

The City Manager is delegated authority to approve and execute the following purchases and contracts without prior City Council approval, subject to the thresholds and conditions established herein:

The City Manager is authorized to approve and execute all contracts and purchases for construction, public works, goods, materials, supplies, equipment, professional services, and other services, provided that the total contract or purchase amount, including applicable sales/use tax and any alternates or contingencies, does not exceed **seventy percent (70%) of the maximum contract amount then authorized for use of the Small Works Roster under the applicable Washington State RCW.**

For purposes of this section, the Small Works Maximum shall be the highest dollar threshold for small works roster contracts applicable to the City of Granite Falls under the then-current

version of RCW Chapter 39.04 and any other applicable statute, as amended from time to time. Currently, the Small Works Maximum is \$350,000.

This authority applies to all City contracts and purchases, including but not limited to public works, construction, repairs and maintenance, professional services, and the acquisition of goods and services, and is in addition to any authority expressly granted for emergency, sole-source, intergovernmental, or federal procurement elsewhere in this resolution, so long as all statutory competitive bidding requirements remain satisfied.

Current Threshold Application (2026): Based on RCW 39.04.152(1), the Small Works Maximum is currently \$350,000. Seventy percent (70%) of \$350,000 equals **\$245,000** for the City Manager's purchasing authority.

4.2 Conditions and Requirements

All purchases authorized in Section 4.1 are subject to the following conditions:

1. **Budget Compliance:** The purchase must be within the adopted annual budget and the applicable departmental budget limit. The City Manager shall not authorize purchases that would cause budget overages.
2. **Competitive Bidding:** The City Manager shall comply with all Washington State competitive bidding requirements applicable to the purchase amount:
 - **Under \$35,000:** Competitive process determined by City Manager discretion; City Manager shall seek to obtain the lowest reasonable price
 - **\$35,000 to \$40,000:** Vendor list process with a minimum of three (3) telephone or written quotations
 - **Over \$40,000 (non-public works):** Formal sealed bidding with newspaper publication and Council approval (maintained by City Council)
 - **Over \$245,000 (public works/small works):** Formal sealed bidding per RCW requirements (maintained by City Council)
3. **Documentation:** The City Manager shall maintain written records of all purchases, including:
 - Description of the item(s) or services procured
 - Vendor name and amount
 - Date of purchase
 - Bid or quotation documentation (if applicable)
 - Budget account code and appropriation
4. **Public Record:** All purchasing decisions and documentation shall be available for public inspection upon request.

4.3 City Manager Reporting to Council

The City Manager shall provide monthly or quarterly reports to the City Council on all delegated purchases. Reports shall include:

- List of all purchases and contracts executed under delegated authority during the reporting period
- Amount, vendor, and brief description of each purchase
- Cumulative spending by department and budget account
- Any sole-source or emergency purchases, including written justification

SECTION 5: DEPARTMENT HEAD PURCHASING AUTHORITY

5.1 Scope of Delegation

The City Manager may, in writing, delegate purchasing and contracting authority to individual Department Heads, in an amount not to exceed **thirty-five percent (35%) of the Small Works Maximum** as defined in Section 4.1.

Current Threshold Application (2026): Thirty-five percent (35%) of the current Small Works Maximum of \$350,000 equals **\$122,500** for individual Department Head authority (when delegated by the City Manager).

Any such delegation must:

- Specify the dollar limit of authority for the Department Head (not to exceed 35% of the Small Works Maximum);
- Describe the categories of contracts and purchases covered (e.g., public works, goods and services, professional services, routine repairs and maintenance); and
- May be modified or revoked at the City Manager's discretion.

Department Head authority is at all times subject to:

- Compliance with state law competitive bidding and roster requirements, including small works roster procedures where applicable
- Compliance with the City's adopted budget and any Council-approved capital plans
- The City Manager's oversight and internal purchasing procedures adopted under this resolution

5.2 Department Head Conditions and Requirements

Department Heads exercising delegated authority shall comply with:

1. **City Manager Oversight:** Department Head purchases remain subject to City Manager review and may be called for review or adjustment at any time.
2. **Budget Compliance:** Department Heads shall ensure all purchases remain within their departmental budget allocation and the annual budget.
3. **Competitive Bidding Compliance:** Department Heads shall follow competitive bidding requirements based on purchase amount and applicable RCW requirements.

4. **Documentation and Accountability:** Department Heads shall:
 - Maintain purchase orders and supporting documentation
 - Submit records to the City Manager for oversight and reporting
 - Comply with all accounting and audit requirements
5. **Limitations:** Department Head authority does NOT include:
 - Purchases exceeding their delegated limit or 35% of the Small Works Maximum, whichever is lower
 - Sole-source purchases without City Manager approval
 - Contracts for categories not specifically delegated
 - Purchases outside their departmental function

5.3 Delegation Agreement

Each Department Head exercising delegated authority shall sign a written Delegation Agreement with the City Manager that establishes:

- Specific delegated authority limits
- Responsibilities and procedures
- Training requirements
- Consequences for non-compliance

SECTION 6: CITY COUNCIL RETAINED AUTHORITY

Notwithstanding the delegation of authority in Sections 4 and 5, the following purchases and contracts shall require City Council approval via resolution or motion:

1. **Strategic and Policy Contracts:** Intergovernmental agreements, joint ventures, service agreements with external agencies, contracts for the purchase, lease or other disposition related to real property, and contracts establishing City policy or obligations beyond a single fiscal year
2. **Purchases Above Delegated Thresholds:**
 - All purchases exceeding 70% of the Small Works Maximum (currently \$245,000)
 - All purchases exceeding 35% of the Small Works Maximum when Department Head authority is at issue (currently \$122,500)
3. **Major Capital Items:** Capital purchases and equipment not included in the adopted capital budget or exceeding established capital planning limits
4. **Contracts with Specific Council Direction:** Any contract or purchase for which the City Council has provided specific direction or requirements

5. **Long-Term Service Contracts:** Contracts with terms exceeding one fiscal year (unless established in the budget process or authorized by City Manager under established agreements)
 6. **Budget Amendments:** Any purchase requiring an amendment to the adopted annual budget
-

SECTION 7: PURCHASING PROCEDURES FOR NON-PUBLIC WORKS

All non-public works purchases shall follow the competitive bidding procedures in this Section, which apply based on purchase amount and RCW requirements.

7.1 Purchases Under \$35,000 or as the most current RCW prescribes

No formal competitive process is required. The responsible purchasing official shall seek to obtain the lowest reasonable price, considering factors such as:

- Quality and conformity to specifications
- Timeliness of delivery
- Character, integrity, and reputation of the vendor
- Total cost to the City (including delivery and related expenses)

7.2 Purchases \$35,000 to \$40,000 or as the most current RCW prescribes

The purchasing official shall obtain at least three (3) written, telephone, or electronic quotations from qualified vendors. The process shall include:

1. A written description of the materials, supplies, equipment, or services, including:
 - Specifications and quantities
 - Delivery date requirements
 - Any other significant terms of purchase
2. Contact a minimum of three (3) vendors on an established vendor list or roster
3. Written record of each vendor's quotation, including any conditions imposed
4. Award to the lowest responsible bidder, considering:
 - Price
 - Quality and conformity to specifications
 - Vendor responsibility and reliability
 - Delivery timeline
 - Total cost to the City
5. Documentation is maintained and open to public inspection

7.3 Purchases Over \$40,000 (Non-Public Works) or as the most current RCW prescribes

The City Council shall retain authority for all purchases of materials, supplies, equipment, or services exceeding \$40,000. These purchases shall be processed as formal sealed bids with the following procedures:

1. Publication of notice in the City's official newspaper at least thirteen (13) days prior to bid opening
2. Sealed bids submitted to the City Clerk at the specified time and location
3. Bid opening at the appointed time, with bids read aloud in the presence of bidders or representatives
4. City Council review and award to the lowest responsible bidder
5. Documentation is maintained and open to public inspection

SECTION 8: PUBLIC WORKS PURCHASING PROCEDURES

All public works projects shall follow the procedures in this Section, which is based on the estimated project cost and applicable Washington State law (RCW 39.04.152 and RCW 39.04.155).

8.1 Small Works Roster Process—Projects Up to Small Works Maximum

For public works projects with an estimated cost not exceeding the Small Works Maximum (currently \$350,000, excluding sales tax), the City may use the small works roster process in lieu of formal sealed bidding:

1. **Roster Establishment:** The City shall contract with the Municipal Research and Services Center (MRSC) to use statewide electronic rosters and shall solicit and maintain rosters of qualified contractors.
2. **Quotation Process** (Projects under \$150,000):
 - The responsible City official shall solicit written, electronic, or telephone quotations from all contractors on the appropriate small works roster who have indicated the capability of performing the work
 - Alternative: Quotations may be solicited from at least five (5) contractors on the roster
 - The City representative shall not disclose one contractor's quotation to other contractors
3. **Quotation Process** (Projects \$150,000 to 70% of Small Works Maximum — City Manager Authority):
 - The City Manager may solicit quotations from less than all appropriate contractors on the roster
 - The City Manager shall notify remaining contractors on the roster that quotations are being sought

- Notice shall be made by: (i) publication in the City's official newspaper; (ii) mailing notice to contractors; or (iii) sending notice by facsimile or email
4. **Quotation Process** (Projects exceeding 70% of Small Works Maximum — City Council Authority):
- The City Council shall retain authority to award these projects
 - The City Manager shall present all quotations and recommendations to the City Council
 - The City Council shall award the contract to the lowest responsive responsible bidder
5. **Determining Lowest Responsible Bidder:** The City shall award to the lowest responsive responsible bidder, considering:
- Price
 - Quality of workmanship and materials
 - Contractor responsibility and reliability (as defined in RCW 39.04.350)
 - Timeliness of completion
 - Character, integrity, and experience of the contractor
 - Other relevant factors
6. **Award Authority:**
- Projects under 70% of Small Works Maximum: City Manager authority (currently \$245,000)
 - Projects exceeding 70% of Small Works Maximum: City Council approval
7. **Documentation:** All quotations shall be recorded, open to public inspection, and available by electronic request.

8.2 Limited Public Works Process—Projects Under \$150,000 or as the most current RCW prescribes

For public works projects with an estimated cost of less than \$150,000 (excluding sales tax), the City may use the limited public works process:

1. The City Manager shall solicit electronic or written quotations from a minimum of three (3) contractors from the appropriate small works roster
2. The award shall be made to the lowest responsive responsible bidder
3. The City may waive the payment and performance bond requirements under RCW 39.08 and retainage requirements under RCW 60.28, provided the City assumes liability for nonpayment of laborers and suppliers
4. The City shall maintain a list of all limited public works contracts awarded in the previous 24 months, including contractor name, registration number, contract amount, type of work, and award date

8.3 Small Business Priority (Direct Contracting)—Projects Under \$150,000

For public works projects with an estimated cost less than \$150,000, the City is encouraged to and may direct contract with small businesses (as defined by the Office of Minority and Women's Business Enterprises) without a competitive process, provided:

1. The business meets established small business criteria (size, ownership, control, personal net worth)
2. Direct contracting is documented and available in public records

8.4 Competitive Tier Process—Projects \$150,000 to Small Works Maximum

For public works projects with an estimated cost between \$150,000 and the Small Works Maximum (excluding sales tax):

1. The City Manager (for projects up to 70% of the Small Works Maximum) or City Council (for projects exceeding that amount) shall solicit quotations from all contractors on the appropriate roster who have indicated capability
2. Remaining contractors must be notified that quotations are being sought
3. All quotations shall be presented for award determination
4. The award shall be to the lowest responsible bidder

SECTION 9: EXCEPTIONS TO COMPETITIVE BIDDING

The following exceptions to competitive bidding requirements apply to all purchases (public works and non-public works):

9.1 Emergency Purchases

1. When an emergency exists that requires immediate action to protect public safety, preserve public property, or maintain essential City services, the City Manager may:
 - Waive competitive bidding requirements
 - Award and execute necessary contracts
 - Make emergency purchases of any amount
2. Definition of Emergency: An emergency is an unforeseen occurrence or condition that requires immediate action, including:
 - Public safety threats (fire, flood, structural failure)
 - Loss of essential utilities or services
 - Critical infrastructure failure
 - Natural disasters
 - Conditions that threaten public health or safety
3. Documentation and Reporting:

- The City Manager shall make written findings of the emergency existence within two (2) weeks of the contract award
- The justification and written findings are filed with the City Clerk and available for public inspection
- A report of all emergency purchases shall be provided to the City Council at the next regular meeting.

9.2 Intergovernmental Purchases

1. Pursuant to Chapter 39.34 RCW, the City may join with the state, counties, or other political subdivisions for the purchase of materials, equipment, supplies, or services through:
 - Cooperative purchasing agreements
 - Joint purchase arrangements
 - Vendor agreements established by other agencies (Sourcewell contracts, state contracts, etc.)
2. Such purchases may be made without City advertising, competitive bidding, or formal procurement processes, provided that:
 - The City remains subject to Washington State's procurement law
 - The purchase is within the scope of the cooperative agreement
 - The City Council has approved the cooperative agreement
3. The City Manager is authorized to execute intergovernmental and cooperative purchases under a Council-approved Cooperative Agreement without prior City Council approval.

9.3 Sole-Source Purchases

1. When the City Manager determines that only one source of supply is available for required materials, supplies, equipment, or services, the City may purchase without competitive bidding, provided:
 - The City Manager completes a written sole-source justification
 - The justification states the factual basis for the determination
 - The justification is filed with the City Clerk and available for public inspection
2. Sole-Source Approval Authority:
 - City Manager: Authority to document sole-source purchases up to 70% of the Small Works Maximum
 - City Council: Authority required for sole-source purchases exceeding that limit
3. A record of all sole-source purchases shall be maintained, including:
 - Vendor name and amount

- Description of materials, supplies, equipment, or services
- Sole-source justification and findings

9.4 Purchases from Federal Government

RCW 39.32.070–090 authorizes the City to purchase from or through the federal government without advertising, notice, or competitive bidding, provided an authorizing ordinance or resolution has been passed. The City Manager is authorized to execute such purchases.

9.5 Special Market Conditions Waiver

Pursuant to RCW 39.04.280(1)(b), the City Council may waive competitive bidding when special market conditions exist. In such cases, the City Council shall pass a resolution stating the factual basis for the waiver prior to the purchase.

SECTION 10: PROFESSIONAL SERVICES—CONSULTING SERVICES ROSTER

10.1 Consulting Services Defined

Consulting services are professional services with primarily intellectual outputs or products, including architectural and engineering services, as defined in RCW 39.80.020.

10.2 Roster Establishment and Publication

1. The City shall contract with MRSC to maintain statewide consulting services rosters
2. At least once per year, the City shall publish a notice in the City's official newspaper announcing:
 - The existence of consulting services rosters
 - The City's projected requirements for any category of consulting services
 - How to submit qualification statements
3. Firms and individuals may be added to rosters at any time by submitting a written request and required documentation

10.3 Selection of Consulting Services

1. The City Manager is delegated the authority to select and contract for consulting services up to 70% of the Small Works Maximum using the consulting services roster
2. Consulting services exceeding 70% of the Small Works Maximum require City Council approval
3. Selection shall be based on:
 - Qualifications and experience
 - Prior performance on similar projects
 - References
 - Ability to perform within budget and schedule

- Price (as one factor among others, not necessarily the sole determining factor)
-

SECTION 11: RESPONSIBILITIES AND INTERNAL CONTROLS

11.1 City Manager Responsibilities

The City Manager shall:

1. Oversee all purchasing and contracting by the City
2. Establish written procedures and guidelines for purchasing
3. Monitor compliance with this Resolution and applicable law
4. Provide training to Department Heads on delegated authority and procedures
5. Maintain oversight of the Department Head purchasing decisions
6. Report regularly to the City Council on delegated purchases
7. Approve all purchases exceeding delegated Department Head authority
8. Ensure competitive bidding requirements are met
9. Maintain documentation of all purchases and contracting
10. Review and adjust delegation thresholds annually or as needed based on changes to RCW statutes

11.2 Department Head Responsibilities

Department Heads shall:

1. Use delegated authority only within their assigned limits
2. Maintain compliance with all purchasing procedures and policies
3. Ensure purchases remain within departmental budgets
4. Comply with competitive bidding requirements
5. Maintain documentation of purchases
6. Report purchases to the City Manager as required
7. Use established vendor lists and cooperative agreements when available
8. Seek to obtain the lowest reasonable price for required goods and services
9. Coordinate purchases across departments to leverage volume discounts

11.3 City Clerk and Administrative Support

The City Clerk or designee shall:

1. Coordinate publication of bid notices and vendor roster announcements
2. Receive and manage sealed bids
3. Maintain records of all solicitations, waivers, purchases and contracts

4. Prepare reports for the City Council on purchasing activity
5. Provide public access to purchasing records
6. Assist with competitive bidding procedures

11.4 Budget and Finance Controls

All delegated purchasing authority remains subject to:

1. Annual budget appropriations (no authority to overspend)
2. Departmental budget limits
3. Council-approved capital plans
4. Cash flow and fund balance management
5. Accounting and audit requirements
6. Fund balance policy (if applicable)

The City Treasurer or Finance Director shall:

- Monitor purchasing against departmental budgets
 - Alert the City Manager if budget limits are approached
 - Ensure proper accounting and fund reporting
-

SECTION 12: TRANSPARENCY AND REPORTING

12.1 Public Record Access

All purchasing decisions, contracts, quotations, and related documentation shall be available for public inspection upon request, in accordance with the Public Records Act (RCW 42.56).

12.2 City Council Reporting

The City Manager shall provide regular reports to the City Council on delegated purchasing authority, including:

1. **Monthly or Quarterly Reports:** Listing all purchases and contracts, above \$25,000, executed during the period, including:
 - Vendor name, contract amount, and brief description
 - Competitive bidding method used (if applicable)
 - Any sole-source or emergency determinations
 - Budget account charged
2. **Annual Summary:** A comprehensive review of purchasing activity, including:
 - Total purchasing by category
 - Vendor performance review

- Compliance with procedures and law
- Any adjustments needed to thresholds or procedures based on statutory changes

3. **Exception Reporting:** Immediate notification to the City Council of:

- Any emergency purchases exceeding \$50,000
- Any sole-source determinations over \$25,000
- Any purchasing compliance issues or concerns

12.3 Posting and List Maintenance

The City shall:

1. Post a list of all contracts awarded under delegated authority at the City's administrative offices at least quarterly
2. The list shall contain:
 - Name of vendor
 - Contract amount
 - Brief description of items or services
 - Award date
3. Maintain electronic records of all purchases for at least six (6) years

SECTION 13: PURCHASING GUIDELINES AND BEST PRACTICES

13.1 General Purchasing Principles

All City purchasing shall be guided by the following principles:

1. **Competitiveness:** Obtain competitive quotes or bids to assure fair pricing
2. **Value for Money:** Seek the lowest reasonable price, considering quality, delivery, vendor reliability, and total cost to the City
3. **Responsible Bidders:** Award contracts to responsive and responsible bidders who demonstrate:
 - Financial stability
 - Technical capability
 - Prior performance history
 - Compliance with prevailing wage and labor requirements
 - No material compliance violations

4. **Local Preference:** The City may establish and apply a local preference in bidding and award processes, subject to applicable law
5. **Small Business Consideration:** The City is encouraged to include small businesses, women-owned businesses, and minority-owned businesses in purchasing opportunities
6. **Efficiency and Speed:** Use the most efficient procurement method available under law to minimize delay while maintaining competitive procedures
7. **Public Benefit:** Ensure purchasing benefits the City and its residents and complies with applicable law and policy

13.2 Vendor Relationship Management

Department Heads and purchasing staff shall:

1. Maintain professional relationships with vendors
2. Communicate clearly regarding specifications and delivery
3. Pay invoices promptly in accordance with contract terms and budget appropriations
4. Address vendor concerns and disputes fairly
5. Provide feedback to vendors on performance

13.3 Coordination and Efficiency

The City shall:

1. Coordinate purchases across departments to achieve volume discounts and pricing benefits
2. Use established vendor lists and rosters
3. Leverage cooperative purchasing agreements (Sourcewell, state contracts, etc.)
4. Standardize products and specifications where possible
5. Consolidate similar purchases to achieve economies of scale

SECTION 14: AUTHORITY LIMITATIONS AND OVERSIGHT MECHANISMS

14.1 No Authority to Overspend

Notwithstanding any delegation of authority in this Resolution:

1. The City Manager and Department Heads have NO authority to:
 - Approve purchases exceeding the adopted annual budget
 - Approve purchases exceeding departmental budget allocations
 - Create liabilities beyond available appropriations
 - Obligate future fiscal years without Council approval

- Waive statutory requirements or mandatory competitive bidding procedures except where allowed by law and these policies and procedures
- 2. Budget appropriations are the controlling limit on all delegated authority
- 3. If a necessary purchase would exceed available appropriations, the City Manager shall request City Council approval for a budget amendment prior to obligating the City

14.2 City Manager Authority to Revoke or Modify Delegation

The City Manager retains authority to:

1. Revoke or modify delegated authority to any Department Head for cause (non-compliance, purchasing violations, budget overages)
2. Restrict a Department Head's authority based on performance
3. Require competitive bidding for any purchase regardless of amount
4. Require prior City Manager approval for specific categories of purchases
5. Require training or retraining on purchasing procedures

14.3 City Council Authority to Review and Revoke

The City Council retains authority to:

1. Review any purchase made under delegated authority
2. Require the City Manager or Department Head to provide documentation or justification
3. Direct the City Manager to revoke delegated authority from any person
4. Amend or repeal this Resolution
5. Impose additional requirements or restrictions on delegated authority

SECTION 15: THRESHOLD ADJUSTMENT PROVISION

15.1 Automatic Threshold Adjustment

The dollar thresholds established in this Resolution for the City Manager (70% of the Small Works Maximum) and Department Heads (up to 35% of the Small Works Maximum) shall automatically adjust whenever the Small Works Maximum in RCW 39.04.152 or other applicable statute is modified by the Washington State Legislature.

15.2 Notice and Documentation

Whenever the Small Works Maximum changes, the City Manager shall:

1. Calculate the new thresholds (70% and 35% of the new Small Works Maximum)
2. Provide written notice to the City Council of the new thresholds
3. Update internal purchasing procedures and Department Head delegation agreements accordingly

4. Provide notice to affected vendors and the public of any changes to bidding and quotation requirements

15.3 Effective Date of Changes

Any changes to thresholds resulting from statutory changes shall become effective upon the effective date of the statute, or the date the City Manager issues notice of the change, whichever is later.

SECTION 16: TRANSITION PROVISIONS

16.1 Implementation Timeline

1. This Resolution shall take effect immediately upon passage and shall apply to any solicitation initiated after the date of passage of this Resolution.
2. The City Manager shall develop detailed procedures and training materials within thirty (30) days of passage
3. Training shall be provided to all Department Heads within sixty (60) days
4. Full implementation shall be complete within ninety (90) days of passage

16.2 Existing Contracts

1. Contracts and purchasing obligations entered into before the effective date of this Resolution shall continue under their existing terms
2. Amendments or extensions to existing contracts may be authorized under the authority granted by this Resolution

16.3 Coordination with Other Policies

This Resolution does NOT supersede or modify:

1. The City's budget ordinances and appropriations
 2. Any existing intergovernmental or cooperative purchasing agreements
 3. Council-adopted capital improvement plans or facilities master plans
 4. Any wage determination requirements (Davis-Bacon, prevailing wage, etc.)
 5. Other Council policies or ordinances related to purchasing (local preference, small business, etc.)
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SECTION 17: REPEALER

The following are hereby repealed in their entirety, effective upon the passage of this Resolution:

1. **Resolution 2021-03:** A Resolution of the City of Granite Falls Establishing Procedures Relating to Purchasing Materials, Supplies and Equipment

2. **Resolution 2008-04:** A Resolution of the City of Granite Falls, Washington, on the Subjects of Establishing a Small Public Works Roster Process to Award Public Works Contracts and a Consulting Services Roster for Architectural, Engineering and Other Professional Services

Any Resolutions or parts of Resolutions in conflict with this Resolution are hereby repealed. All other City ordinances, resolutions, and policies not in conflict with this Resolution remain in effect.

SECTION 18: EFFECTIVE DATE

This Resolution shall take effect immediately upon passage and approval by the City Council. The City Manager shall have thirty (30) days to develop detailed implementation procedures. All staff training shall be completed within sixty (60) days of passage.

SECTION 19: SEVERABILITY

If any section, subsection, or provision of this Resolution is found to be invalid or unconstitutional, such determination shall not affect the validity of the remaining portions of the Resolution, which shall remain in full force and effect.

SECTION 20: CONFLICTS

In the event of any conflict between this Resolution and any other City ordinance, resolution, or policy, the provisions that are most favorable to the City and most consistent with Washington State law shall control.

PASSED by the City Council this ____ day of January, 2026.

APPROVED by the Mayor this _____ day of January, 2026.

Matthew Hartman, Mayor

Attest:

Darla Wilkins, MMC, City Clerk

Approved as to form:

Thomas H. Graafstra, City Attorney
Emily Guildner, City Attorney