

**CITY COUNCIL MEETING
AGENDA**

**February 4, 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**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. CONSENT AGENDA**
 - 4.a. AB 026-2026 Approval of January 7, 2026 Minutes**
 - 4.b. AB 027-2026 Approval of February 4, 2026 claims checks #415936 through 415979 and One EFT totaling \$1,070,249.46**
 - 4.c. AB 028-2026 Approval of January 1, 2026 through January 15, 2026 payroll claims consisting of Twenty-Three EFT's totaling \$97,140.81**
- 5. STAFF REPORTS**
 - 5.a. Passports**
 - 5.b. Planning Staff Report**
 - 5.c. Public Works**
 - 5.d. City Clerk Report**
 - 5.e. Consultant Police Chief Report**
- 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 029-2026 Consideration to approve Resolution 2026-02, adopting the City's Administrative Landscape Guidelines

7.b. AB 030-2026 FLOCK ALPR Update

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.



CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 4.a.

Originating Dept.: City Clerk

Action Recommended: Approval of
Consent Agenda

Approval(s): City Clerk

Meeting Date: February 4, 2026

Date Submitted:

Exhibit(s):

1. CC Minutes 01-07-2026

Budgeted Amount:

BARS Code:

Summary Statement:

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.

Background:

Recommended Motion:

- 1) Motion 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**

**January 7, 2026
7:00 PM
Civic Center**

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

1. CALL TO ORDER (VIA IN-PERSON)

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.

- 2.a. AB 001-2026 Administration of Oath of Office to:
Steven Glenn - City of Granite Falls Council Position #1
David Griggs - City of Granite Falls Council Position #2
Tom FitzGerald - City of Granite Falls Council Position #3**

City Clerk Darla Wilkins Administered the Oath of Office to Steven Glenn (Council Position #1) and David Griggs (Council Position #2).

- 2.b. AB 002-2026 Selection of Mayor under the Council-Manager Form of Government**

Mayor Matthew Hartman stated the City is a Manager-Council form of government. This means that the Mayor and the Mayor Pro Tem are selected by the Council, as opposed to being elected by the people. The people elect the Councilmembers, and the Council chooses from that group the person to become Mayor. The Mayor's term is a two-year term and is selected the first meeting in January of an even year. At this time, we will take nominations for the Mayor under the Council-Manager form of government. If you prefer, you can nominate yourself.

Councilmember David Griggs nominated Mayor Matthew Hartman for the Mayor position.

MOTION:	Moved to close the nominations.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

Mayor Matthew Hartman asked: All those in favor of Councilmember Matthew Hartman taking the Mayor's position for the next two years, please say aye. All Councilmembers present voted in favor.

2.c. AB 003-2026 Selection of Mayor Pro Tem under Council-Manager Form of Government

Mayor Matthew Hartman stated the same rules apply for the Mayor Pro Tem nominations as previously stated.

Mayor Matthew Hartman nominated Councilmember David Griggs for the Mayor Pro Tem position.

MOTION:	Moved to close the nominations.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Councilmember Steven Glenn, Mayor Pro Tem/Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None

RESULT:	APPROVED
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Mayor Matthew Hartman asked: All those in favor of Councilmember David Griggs being the Mayor Pro Tem for the next two years, please say aye.
All Councilmembers present voted in favor.

3. ROLL CALL

City Clerk Darla Wilkins verbally called out the Council's names and took note of the meeting attendance.

4. CONSENT AGENDA

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

- 4.a. **AB 004-2026 Approval of November 5, 2025 Minutes**
- 4.b. **AB 005-2026 Approval of November 19, 2025 Minutes**
- 4.c. **AB 006-2026 Approval of December 4, 2025 through December 18, 2025 claims checks #415798 through 415841 and Two EFT's totaling \$1,161,159.38**
- 4.d. **AB 007-2026 Approval of December 19, 2025 through January 7, 2026 claims checks #415845 through 415885 totaling \$110,546.91**
- 4.e. **AB 008-2026 Approval of November 16, 2025 through November 30, 2025 payroll claims checks #415764 through 415766 and Twenty-Six EFT's totaling \$139,773.86**
- 4.f. **AB 009-2026 Approval of December 1, 2025 through December 15, 2025 payroll claims checks consisting of Twenty-Two EFT's totaling \$88,361.45**

5. STAFF REPORTS

- 5.a. **Planning Staff Report**

Planning Director Amy Hess commented on the following:

- Working on processes geared towards lifting the sewer moratorium
- Working on the Parks, Recreation and Open Space Plan with Planning Consultant Eric Jensen
- Working on Code Amendments over the next 6-12 months

5.b. Public Works

Public Works Director Charles White commented on the following:

- Smart cover repaired at manhole #7
- Two pumps pulled & cleared (Smoots L/S & Suncrest)
- Standby Generator (ready for winter season)
- Crack sealing work completed on Pine Lane
- 2026 Scope of Work with the Conservation District (education & outreach)
- Performed a walk-through with Gray & Osborne representatives for the LID project
- Investigated a low water pressure concern on Menzel Lake Rd.

5.c. Passports

City Manager Jeff Balentine commented on the following:

- Passport financial update and closeout numbers for 2025
- Applications and revenue info for 2026
- Called out the team members for doing a fantastic job!

5.d. Finance - 2025 Financial Performance

City Manager Jeff Balentine commented on the following:

- 2025 close-outs
- W2 hold-up
- Financial highlights

5.e. City Clerk Staff Report

City Clerk Darla Wilkins commented on the following:

- SCT Meeting
- 2026 Council Meeting Schedule changes
- Software issue(s) on new agenda management software
- Minutes updates

Consultant Police Chief Tom Dalton commented on the following:

- Calls for service last month
- Coffee with the Chief
- Felony at Spar Tree
- Update on calls
- Christmas calls

Mayor Matthew Hartman introduced Consultant City Attorney Emily Guildner to everyone.

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).

None.

7. NEW BUSINESS

7.a. AB 010-2026 Consideration to approve contract between Granicus and City of Granite Falls for implementation and annual subscription for SmartGov Permitting Module software.

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

7.b. AB 011-2026 Consideration to approve Resolution 2026-01, adopting the City's Comprehensive Emergency Management Plan (CEMP) Annex

MOTION:	Motion to approve Resolution 2026-01, a Resolution of the City Council of the City of Granite Falls, Washington, adopting the Comprehensive
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	Emergency Management Plan Annex, and authorize the Mayor to sign.
MOVER:	Councilmember/Mayor Pro Tem David Griggs
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.c. AB 012-2026 Consideration to approve the proposal from CivicPlus for mass messaging notification services.

MOTION:	Motion to approve the quote from CivicPlus in the amount of \$3,600.00 for mass notification services for year one, and authorize the continued annual renewal, including uplift fees, not to exceed 5% annually, and authorize the City Manager to sign.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.d. AB 013-2026 Consideration to approve the Water Quality Combined Financial Assistance Agreement (WQC-2026-GraFal-00200) between the City of Granite Falls and the State of Washington Department of Ecology.

MOTION:	Motion to approve agreement WQC-2026-GraFal-00200, an agreement between the City of Granite Falls and the State of Washington Department of Ecology for financial assistance related to the Low Impact Development Retrofit project at Kentucky and Indiana Avenue, and authorize the City Manager to sign.
MOVER:	Mayor Pro Tem/Councilmember David Griggs
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn

NAYS:	None
RESULT:	APPROVED

7.e. AB 014-2026 Legislative Representation Agreement with Cameron Bailey Consulting for 2026 Washington State Legislative Session

MOTION:	Motion to approve the Legislative Representation Agreement with Cameron Bailey Consulting for state legislative lobbying services from January 1, 2026, through March 31, 2026, in an amount not to exceed \$3,000.00, and to authorize the City Manager to execute the Agreement and all related documents on behalf of the City.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Mayor Pro Tem/Councilmember David Griggs
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.f. AB 015-2026 Review and Confirm Appointments to City Boards, Commissions, and/or Committees

This item was moved to the January 21, 2026 City Council Meeting.

Snohomish County Tomorrow Representative is needed.

Mayor Pro Tem/Councilmember David Griggs - Primary
Councilmember Steven Glenn - Alternate

8. CURRENT BUSINESS

None.

9. MAYOR'S COMMENT (5 MINUTES)

Mayor Matthew Hartman commented on the following:

- Attended the new Fire Dist. #17 (fire station) opening (2 days ago)
- Snohomish County Tomorrow dinner (interested in attending)
- Work session will begin at 6pm

10. COUNCIL COMMENTS (15 MINUTES)

Mayor Pro Tem/Councilmember David Griggs thanked the community for the help on

the Wreaths Across America event.

Councilmember Steven Glenn commented on the following:

- Happy New Year!
- Attended the Christmas Tree Lighting event
- Fire District #17 opening (watched progress)
- Santa Cruise (notification?)
- Looking forward to a great year!

Councilmember Bruce Straughn talked about the possibility of adding two new Council positions possibly next year.

11. CITY MANAGER (5 MINUTES)

City Manager Jeff Balentine commented on the following:

- Thanked Staff
- Darin Jackson passed the Wastewater I Certification
- Thanked public works for filling sandbags
- Work Session at 6pm on Archives Training, Delegation of Authority, Tree Discussion, Title 19 Amendments Zoning
- Fire Station property will close on January 29, 2026
- Gun Club Rd. property will close on January 29, 2026
- Wastewater Treatment Plant project update
- Fred Cruger - working on Granite Falls artwork
- Thanked everyone who worked on the Christmas tree lighting event
- Washington State Employee benefits changes
- Proclamation 250
- 2025-2028 Overtime Compensation Information
- AWC - City Action Days - January 21st - January 22nd
- Washington State Legislature Convenes on January 12th

12. ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 8:25 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

Meeting Date: February 4, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: \$1,070,249.46
BARS Code: 001 Current Expense = \$47,978.50
101 Streets = \$505.99
305 Capital Improvement = \$1,002,310.73
401 Water = \$4,442.67
403 Sewer = \$12,280.28
405 Storm Drainage = \$1,324.21
630 Trust Agency = \$1,407.08

Summary Statement:

Claims are for January 22, 2026 through February 4, 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: February 4, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: \$97,140.81
BARS Code: 001 Current Expense = \$34,009.38
101 Streets = \$9,216.96
401 Water = \$17,599.16
403 Sewer = \$31,738.31
405 Storm Drainage = \$4,577.00

Summary Statement:

Payroll claims are for January 1, 2026 through January 15, 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 OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 5.a.

Originating Dept.: City Council

Action Recommended:

Approval(s):

Meeting Date: February 4, 2026

Date Submitted:

Exhibit(s):

1. COGF Passport PnL

Budgeted Amount:

BARS Code:

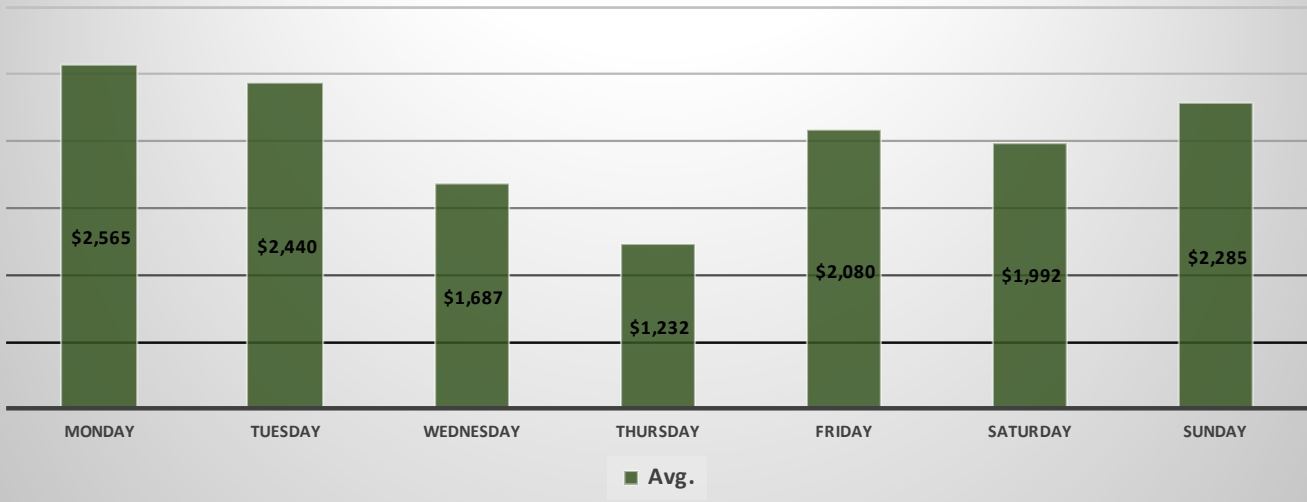
Summary Statement:

Background:

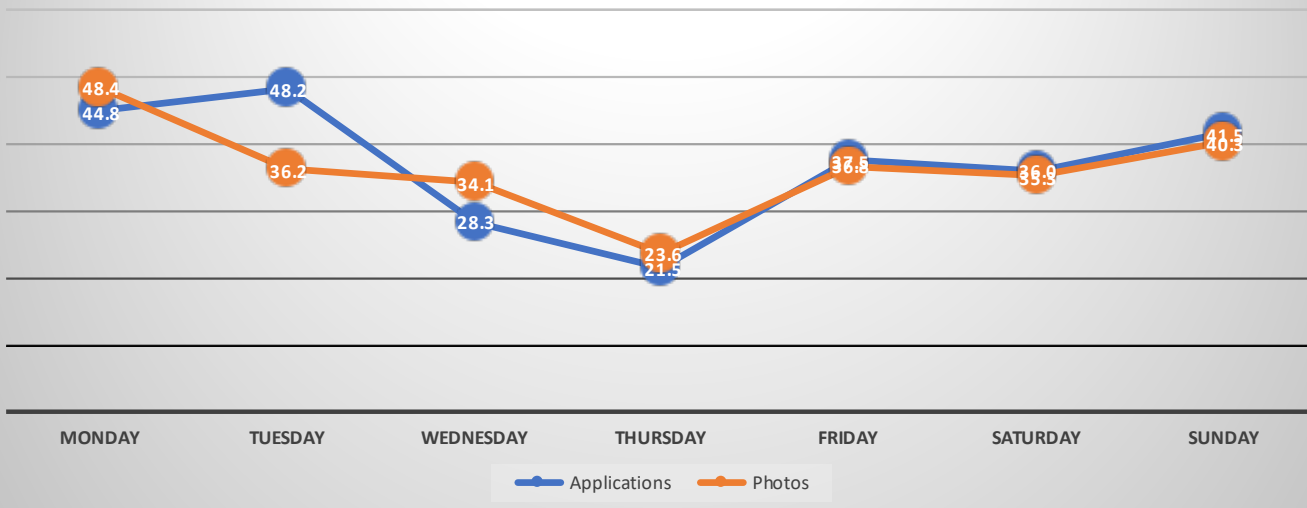
Recommended Motion:

As of January 27, 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	\$ 55,962.60	\$ 32,026.97	
30-day Annualized Revenue Trend	\$ 756,531.44		57.2%	
	Gross Margin	% Sales	Tracking v Budget	Revenue Change v prior year
Total Gross Margin (since 6-6-2022)	\$ 547,169.43	44.4%	\$ 3,002.57	\$ (10,858.00)
30-day Annual Projected Gross Margin	\$ 432,957.25	57.2%	6.2%	-16.2%
		# Processed	Last 30 day Avg. per day	Break Even
Total Passport Applications Processed		36,684	37.5	15.7
Total Passport Photos Taken		33,548	36.8	14.3



CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 5.b.

Originating Dept.: Planning Department

Action Recommended:

Approval(s):

Meeting Date: February 4, 2026

Date Submitted:

Exhibit(s):

1. 02.04.2026 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: February 4, 2026

Subject: Planning Department Update

1. UPDATES

Joey Harmon passed the International Code Council (ICC) course curriculum, and also passed the exam to receive his ICC Residential Building Inspector Certification! This certification validates his expertise in ensuring one- and two-family homes and townhouses (up to three stories) meet safety and construction code requirements, such as the International Residential Code (IRC). Having an in-house building inspector will be a great asset to the department as well as the community. Great job Joey!

Staff is working with University of Washington Graduate students through the Livable City Year Program (LCY) on our Hazard Mitigation Plan (HMP). Staff met with students and faculty to visit critical infrastructure sites as well as potential hazards that might impact those facilities. The students will be presenting their mid-quarter update to City Council on March 4.

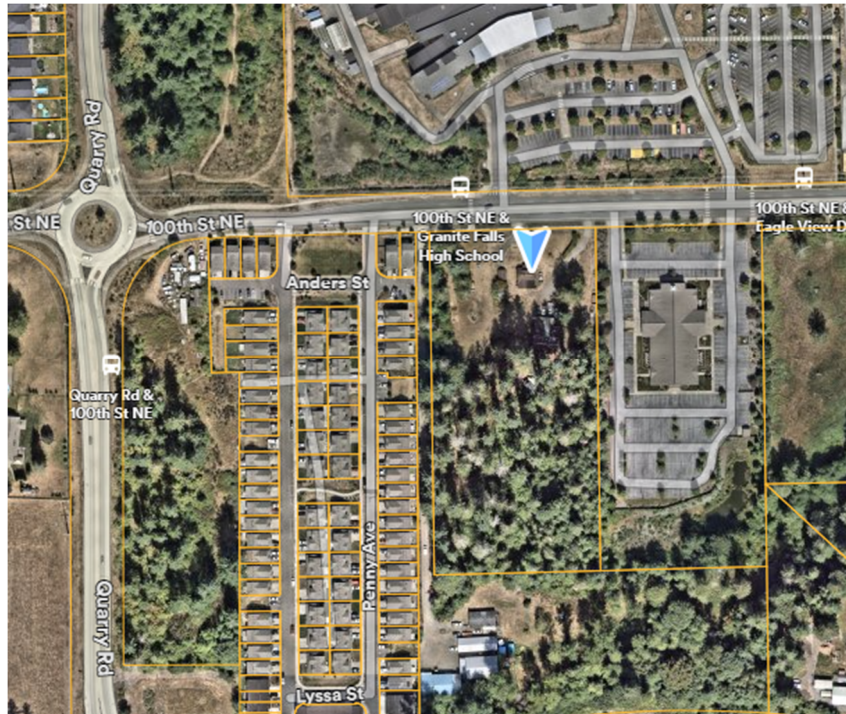
Staff continues to work with SmartGov on permitting software build-out. The first permit templates are complete and moving to the validation stage. Once these have been tested, all other permit and applications will be built out. Staff training on the system is expected in late February.

An outline of the 2026 Work Plan for the Planning Department is attached. This will be a fluid document, used to guide staff, allowing flexibility if/when high priority tasks are identified.

2. DEVELOPMENT ACTIVITY

With the sewer moratorium lifted, staff has had an increase in inquiries related to development/redevelopment and Pre-applications.

A Pre-Application for a 124-unit townhome development on fee simple lots (unit lot subdivision) known as *Granite Falls East*, has been submitted. This proposal is located at 18102 and 18110 100th Street NE (see map below).



Staff anticipates receiving a formal application for an approximately 30-lot subdivision the week of February 2nd, located on the Desrosier property at 17414 100th Street NE.

3. PERMITS ISSUED

None since last Staff Report.

Applicant Name	Address	Type of Work

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 Planning Commission work-shopping the draft next week, and before City Council for review February

18. This document is only required to be officially updated every six years, but staff will continually monitor and revise and the needs of the community change.

Research on updating the Park Impact Fee continues.

While there are no current code amendments underway, staff will continue to review and to identify areas in need of refinement and revision, bringing forward amendments later this year.

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

Attached is a Work Plan for 2026, which identifies tasks and projects staff will be working on in 2026. This plan is fluid, and may be modified based on actual permit activity, unexpected needs, etc.

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 (underway).
- 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.

7. SUMMARY

Staff has been preparing for the moratorium being lifted, implementation of the new permitting software, and training of staff. 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 excited about the anticipated uptick in permitting activity and working to ensure it occurs in a responsible, efficient manner.

Priority Area	Goal	Task / Deliverable	Start Date	Date	Quarter (Q1-Q4)	Status (Not Started / In Progress / Complete)	Notes
Permitting Software	Implement new digital permitting system	Conduct needs assessment	10/15/2025			Complete	
Permitting Software	Implement new digital permitting system	Review vendors & demos				Complete	
Permitting Software	Implement new digital permitting system	Configure system with vendor				In Progress	
Permitting Software	Implement new digital permitting system	Staff training					
Permitting Software	Implement new digital permitting system	Public portal launch			March		
Process Creation	Standardize permitting workflows	Update processes with Permitting Software			Q1, Q2		
Process Creation	Standardize permitting workflows	Develop SOPs			Q1, Q2		
Process Creation	Standardize permitting workflows	Create checklists & forms			Q1, Q2	In Progress	
Process Creation	Standardize permitting workflows	Publish checklists online			Q1, Q2		
Code Updates	Update PRD code	Conduct code audit				In Progress	
Code Updates	Update PRD code	Draft amendments				In Progress	
Code Updates	Update PRD code	Planning Commission hearings			Q3		
Code Updates	Update PRD code	Council adoption			Q3-4?		
Code Updates	Update Landscape Code	Conduct code audit				Complete	
Code Updates	Update Landscape Code	Draft amendments				Complete	
Code Updates	Update Landscape Code	Planning Commission hearings				Complete	
Code Updates	Update Landscape Code	Council adoption				In Progress	
Code Updates	Reasonable Use Code Update	Conduct code audit				In Progress	
Code Updates	Reasonable Use Code Update	Draft amendments			Q1	Not Started	
Code Updates	Reasonable Use Code Update	Planning Commission hearings			Q1 - Feb-Mar	Not Started	
Code Updates	Reasonable Use Code Update	Council adoption			Q1 March	Not Started	
Code Updates	General Zoning Code Clean-up	Conduct code audit			Ongoing	In Progress	
Code Updates	General Zoning Code Clean-up	Draft amendments			As needed	Not Started	
Code Updates	General Zoning Code Clean-up	Planning Commission hearings			As needed	Not Started	
Code Updates	General Zoning Code Clean-up	Council adoption			As needed	Not Started	
Code Updates	Review Types of Review, update what State allows to Administrative	Code Audit			Q2		
Code Updates	Review Types of Review, update what State allows to Administrative	Draft amendments			Q2, Q3		
Code Updates	Review Types of Review, update what State allows to Administrative	Planning Commission hearings			Q3		
Code Updates	Review Types of Review, update what State allows to Administrative	Council adoption			Q3		
Code Updates	Update Critical Area Ordinance	Updated CAO			April Adoption	In Progress	
Staff Development	Establish Permit Tech duties	Training			Q1, Q2	In Progress	

Priority Area	Goal	Task / Deliverable	Start Date	Date	Quarter (Q1-Q4)	Status (Not Started / In Progress / Complete)	Notes
Staff Development	Full-time Permit Tech/Res. Inspector	Active FTE			Q1-2		
Staff Development	Draft Code Enforcement Officer Job Description	Job Description			Q2		
Staff Development	Advertise for Code Enforcement Officer Position	Hire CE Officer			Q2		
Staff Development	Hire CE/Train Officer	Implement CE Program			Q3		
Year-End Reporting	Evaluate outcomes	Collect metrics					
Year-End Reporting	Evaluate outcomes	Prepare annual report			Q4		
Policy Documents	Maintain relevance of Policy Documents	Review/Revise CEMP plan			Q3		
Policy Documents	Administrative Landscape Guidelines	Establish Admin. Landscape Guidelines			Q1	In Progress	
Policy Updates	Update Park Impact Fee	Review/revise Park Impact Fee			Q2		



CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 5.c.

Originating Dept.: Public Works

Action Recommended:

Approval(s):

Meeting Date: February 4, 2026

Date Submitted:

Exhibit(s):

1. PublicWorksStaffReport 2-4-26

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:

Public Works Staff Report

February 4, 2026

STREETS

Survey crews from Gray & Osborne will be in town during the first week of February to conduct survey for the E. Union / S. Kentucky Improvements Project. Public Works has cleared water meters along S. Kentucky to support survey efforts associated with the water line replacement portion of the project.

Snohomish County Roads has released its annual overlay and chip seal list. No roadways in the immediate surrounding area are included.

SEWER

The Granite Falls School District approved the Burn Rd Lift Station boundary line adjustment at its January 28 meeting. Once the quitclaim deed is recorded, the legal property description will align with the existing fence line. The discrepancy was identified during the survey for the upgrade project.

MISC.

Public Works replaced the POW/MIA flag and the American flag at City Hall last month. The retired flags were placed in the flag collection box for proper retirement.

Staff met with CivicPlus for a kickoff meeting regarding the mass text messaging service. Onboarding documents are currently being completed to initiate the service.

Chief Dalton and staff met with the Sky Valley Motorcycle Club to discuss the 29th Annual Motorcycle Show, scheduled for Sunday, May 17, 2026. The event will run from 9:00 a.m. to 4:00 p.m.

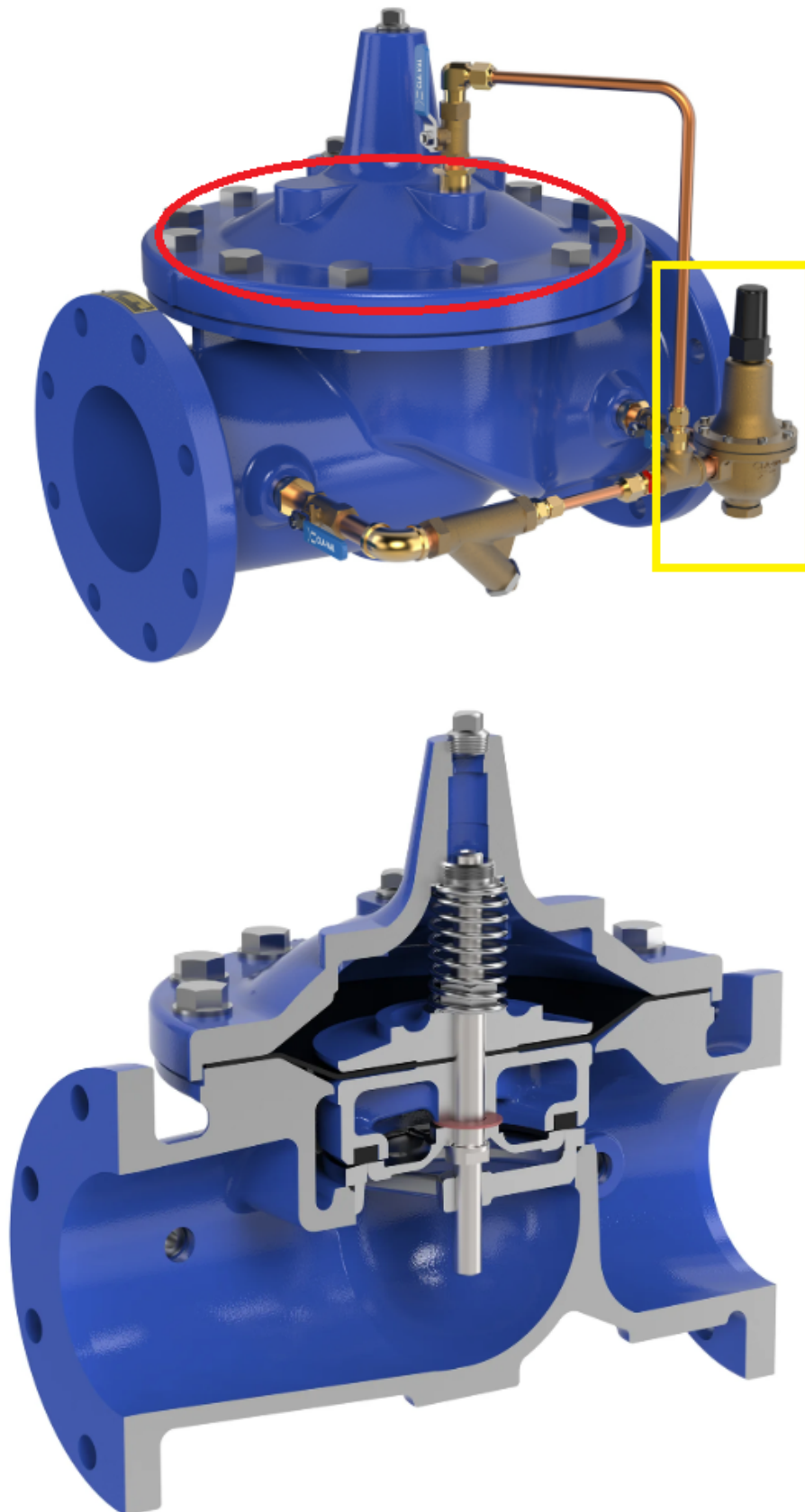
WATER

Public Works staff completed cross-training on drinking water sampling last month. Proper disinfection and sample collection procedures were reviewed prior to collecting eight coliform samples, which were then delivered to the laboratory for analysis.

Staff has contacted the Washington State Department of Health to begin discussions on restarting potable water production. The Department has experienced recent staff turnover in the regional engineer position, and we are currently awaiting a response.

GcSystems recently serviced the pressure reducing valves (PRVs). The technician noted that both the 8-inch and 3-inch gate valves at the Alder PRV are not fully stopping water flow, which prevented servicing of the main diaphragm (shown in red). The pilot system and screens (shown in yellow) were serviced. Replacement of the larger 8-inch valve will likely need to be contracted out.

Typical Cla-Val:





CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 5.d.

Originating Dept.: City Clerk

Action Recommended:

Approval(s): City Clerk

Meeting Date: February 4, 2026

Date Submitted:

Exhibit(s):

1. 02-04-2026 City Clerk Report

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:

City Clerk Staff Report February 4, 2026

Business Licenses (Inside City):

The Breathing Grove (Sayre, Bethany F)
10008 Mt. Loop Hwy., Apt. 106
Granite Falls, WA 98252-9065
Business license application is for: *RBM Breathwork Sessions*

Mad for Cupcakes (Maddy's Sweet Treats LLC)
107 S. Granite Ave.
Granite Falls, WA 98252-1400
Business license application is for: *Sales of baked sweet treats for parties and events*

TC Simple (Moon TC Services, LLC)
17904 Maple St.
Granite Falls, WA 98252-9059
Business license application is for: *Administrative support, document management, and workflow automation for real estate professionals to facilitate residential property transactions*

Business Licenses (Outside City):

Inline Fence, LLC
11521 E Marginal Way S., Ste. 120
Tukwila, WA 98168-1979
Business license application is for: *Fence installation*

R&L Decks & Outdoorliving LLC
4711 5th Ave. W.
Everett, WA 98203-2600
Business license application is for: *Construction, construction services*

Lenvap Shop (Lennon, Jeremy Kay)
10222 169th Dr. NE
Granite Falls, WA 98252-8633
Business license application is for: *Tobacco sales*

Zayo Group, LLC
1621 18th St., Ste. 100
Denver, CO 80202-1602
Business license application is for: *Construction, construction services*

All Pro Plumbing Northwest, LLC
1902 120th PL SE, Ste. 102G
Everett, WA 98208
Business license application is for: *Plumbing service and repair*

Peopleready, Inc.
1015 A St.
Tacoma, WA 98402-5122
Business license application is for: *Temporary employment agency*

Pilchuck Baking Company LLC
11402 192nd Dr. NE
Arlington, WA 98223-5899
Business license application is for: *Bakery, retail*



CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 5.e.

Originating Dept.: Consultant Police Chief

Action Recommended:

Approval(s):

Meeting Date: February 4, 2026

Date Submitted:

Exhibit(s):

1. February 4th Council report for January 2026

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

Mayor and Councilmembers,

Granite Falls Police Services

Council Activity Report – January 2026 (Through January 30, 2026)

As of January 30, 2026, deputies assigned to Granite Falls have responded to **691 calls for service (CFS)**. With approximately one and a half days remaining in the reporting period, we anticipate concluding the month with approximately **720 total CFS**, compared to **796 calls during the same period in January 2025**, reflecting a continued reduction in overall call volume.

Response Times

While reviewing response times for the month, I noted that average response times were higher than our typical performance. This increase is directly attributable to a single, complex incident that required an extended on-scene commitment. During this incident, a Granite Falls deputy remained on scene for approximately **eight hours**, with the total call time reaching **11 hours** once detectives completed their investigation.

Given the seriousness of the incident, we requested assistance from the **Special Investigations Unit (SIU)**. Three detectives and a detective sergeant responded. Once a coordinated investigative plan was established—including preparation for a search warrant and deployment of detectives—the detective sergeant transferred scene management to my care. This incident significantly skewed monthly response-time metrics but reflects appropriate resource deployment for a high-risk investigation.

Calls for Service Breakdown

- **Alarm Calls:** 26 total; 13 within city limits
- **Animal Control:** 19 total; 7 within city limits
 - One call involved a female whose dog had previously been declared a dangerous dog and was out of compliance. That individual has since moved out of our jurisdiction, eliminating further compliance concerns.
- **Public Assists:** 28 total; 17 within city limits
- **Burglaries:** 1
 - The burglary occurred at **McDaniel's Hardware**. Deputy Nunemaker developed suspect information, and with assistance from the **Violent Offender Task Force (VOTF)**, **Tulalip Tribal Police**, and **FLOCK**, the suspect was later arrested and booked into jail.
- **Traffic Collisions:** 31 total; 9 within city limits
 - One notable incident involved a fully loaded dump truck towing a pup trailer on **Sandhill Road**. Due to icy conditions, the trailer lost control and rolled over, spilling its contents across the roadway. Scene management and cleanup required approximately **2.5 hours**.



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



Sheriff Susanna Johnson

City Manager Jeff Balentine

- **Traffic Enforcement:**
 - 88 traffic stops total; 64 within city limits
 - 10 citations issued for violations including illegal turns and speeding in school zones
- **Death Investigations:** 4 total; 2 within the region
- **Welfare Checks:** 19 total; 12 within city limits
- **Behavioral Health Contacts:** 36 total; 29 within city limits
- **Suicide-Related Calls:** 7 total; 6 within city limits
- **Domestic Violence Calls (City):** 5 total
 - 3 Assault 4 cases
 - 1 harassment case
 - 1 domestic incident with no assault

Significant Investigation – AED Theft

In addition to the previously mentioned detective-assisted investigation, deputies responded to the **theft of an Automated External Defibrillator (AED)** from the outdoor sports fields at the Granite Falls High School campus on **Saturday, January 24, 2026**. The theft triggered an alarm on the AED storage container, and a photograph of the suspect was captured. The suspect was wearing a mask, hat, and bulky jacket, intentionally concealing identifying features.

On Monday afternoon, the school district provided video footage of the suspect vehicle. On Tuesday morning, deputies utilized **FLOCK** by entering the vehicle information along with a defined time range, successfully identifying the suspect vehicle.

This investigation is significant because the same suspect and vehicle are believed to be involved in **multiple AED thefts throughout Snohomish County**. Prior to this case, investigators had been unable to identify actionable leads. Based on the FLOCK hit, I immediately forwarded the information to **South County detectives**, who assumed control of the investigation. The suspect resides in **Lynnwood**.

Through our initial investigation and the effective use of FLOCK technology, this vehicle can now be linked to **at least four to five confirmed AED thefts**, with the potential to connect the suspect to **as many as 30 AED thefts** across Snohomish County and North King County as the investigation continues.

Respectfully submitted,

Tom Dalton #1508

Chief Tom Dalton



CITY COUNCIL AGENDA BILL

Subject: 7.a.

Originating Dept.: Planning Department

Action Recommended:

Approval(s): Attorney
City Manager

Meeting Date: February 4, 2026

Date Submitted:

Exhibit(s):

1. Resolution 2026-02 - Admin.
Landscape Guidelines
2. Exhibit A

Budgeted Amount:
BARS Code:

Summary Statement:

The proposed resolution would formally adopt Administrative Landscape Guidelines to provide consistent standards for the design, installation, and maintenance of landscaping on City-owned property and within applicable development projects. Adoption of these guidelines is intended to support community aesthetics, environmental stewardship, water conservation, and long-term maintenance efficiency, while offering clear direction for staff, contractors, and applicants. The guidelines will serve as an administrative tool to ensure landscaping practices align with the City of Granite Falls' planning objectives and standards.

Background:

The City has not previously adopted formal administrative landscape guidelines. Historically, landscaping decisions have been addressed on a case-by-case basis, without standardized criteria. With the expected increase in development activity, staff believes there is a need for clear, consistent guidance to ensure landscaping associated with public projects and private development meets community expectations, supports environmental goals, and can be sustainably maintained over time. Establishing Administrative Landscape Guidelines will provide staff and applicants with predictable standards, improve review efficiency, and help ensure that future development

contributes positively to the overall character and functionality of Granite Falls.

Recommended Motion:

1.) Move to approve Resolution 2026-02, a Resolution of the City Council of the City of Granite Falls, Washington, adopting the Administrative Landscape Guidelines, and authorize the Mayor to sign.

2.) Move to approve Resolution 2026-02, a Resolution of the City Council of the City of Granite Falls, Washington, adopting the Administrative Landscape Guidelines, with the following revisions, and authorize the Mayor to sign.

**CITY OF GRANITE FALLS
RESOLUTION NO. 2026-02**

**A RESOLUTION OF THE CITY OF GRANITE FALLS ESTABLISHING ADMINISTRATIVE
LANDSCAPE GUIDELINES**

WHEREAS, The City of Granite Falls recognizes that well-designed landscaping contributes to community character, environmental sustainability, stormwater management, public safety, and the overall quality of life for residents and visitors; and

WHEREAS, The City desires to encourage the use of drought-tolerant, native, and climate-appropriate plant materials consistent with Western Washington conditions, while reducing long-term maintenance costs and water use; and

WHEREAS, The City Council finds that clear administrative landscape guidelines will provide predictable, consistent, and efficient direction to applicants, designers, and staff during project review and permitting; and

WHEREAS, The adopted landscape guidelines are intended to support and implement the goals and policies of the City’s Comprehensive Plan, Granite Falls Municipal Code including landscape and screening development standards, and applicable environmental and stormwater requirements of Code and land use decisions made under Code; and

WHEREAS, The City Council desires to adopt landscape guidelines by resolution in order to allow flexibility for future updates based on best practices, evolving environmental standards, and local conditions without requiring amendments to the municipal code; and

WHEREAS, The City Council has reviewed and considered the proposed Administrative Landscape Guidelines attached hereto as Exhibit A, and finds them to be in the best interest of the public health, safety, and welfare;

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

SECTION 1: ADOPTION OF GUIDELINES

The City Council hereby adopts the Administrative Landscape Guidelines, attached as Exhibit A and incorporated by reference, to guide the design, installation, and maintenance of landscaping for applicable development projects within the City to implement the City’s Comprehensive Plan, development regulations and use in City land use decisions.

SECTION 2: ADMINISTRATIVE USE

The Landscape Guidelines shall be used by City staff as an administrative tool in reviewing

development applications, site plans, and permits, and in interpreting applicable landscaping requirements of the Granite Falls Comprehensive Plan and Municipal Code.

SECTION 3: CONSISTENCY WITH CODE

The Landscape Guidelines are intended to supplement, but not replace, the City’s adopted plans and development regulations. In the event of a conflict, the provisions of the Comprehensive Plan and the Municipal Code shall control.

SECTION 4: DIRECTOR AUTHORITY

The Planning Director/Community Development Director is authorized to apply, interpret, and administer the Landscape Guidelines, and to approve minor adjustments or equivalent alternatives consistent with the intent of the guidelines and applicable plan and code provisions.

SECTION 5: FUTURE UPDATES

The Landscape Guidelines may be updated from time to time by resolution of the City Council to reflect changes in best practices, environmental standards, local conditions, or changes in the Comprehensive Plan or the development regulations in the Municipal Code..

SECTION 6: EFFECTIVE DATE

This Resolution shall take effect immediately upon passage and approval by the City Council.

SECTION 7: 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 10: 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, the Comprehensive Plan and the Municipal Code 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



City of Granite Falls Administrative Landscape Guidelines

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1. PURPOSE AND APPLICABILITY

1.1 Purpose

These Administrative Landscape Guidelines clarify Granite Falls Municipal Code requirements related to landscaping; provide examples of planting patterns and spacing requirements; provide recommended plant species; and establish minimum standards for landscape design, installation, and maintenance to:

- Protect environmental resources
- Improve streetscape character
- Support stormwater management
- Enhance public health, safety, and aesthetics

These guidelines are intended to provide helpful information in an informal and accessible form that can easily be amended by the City Planning Department as needed. These standards should be followed in developing final landscape plans. Landscape plans should encourage low maintenance, quality designs, utilizing native and drought tolerant plants.

1.2 Applicability

These guidelines apply to:

- All new development and redevelopment subject to City review
- Public capital improvement projects
- Rights-of-way improvements
- Projects requiring critical area or shoreline review

2. DEFINITIONS

“*Berm*” means an earthen mound designed to provide visual interest, screen undesirable views, and/or decrease noise.

“*Buffer*” means a combination of physical space and vertical elements, such as plants, berms, fences or walls, the purpose of which is to separate and screen incompatible land uses from each other.

“*Caliper*” means a measuring device and term used to identify the diameter of



tree trunks.

“*Crown*” means the top portion of a berm or tree, including the foliage and branches.

“*Deciduous*” means a plant species with foliage that is shed annually.

“*Evergreen*” means a plant species with foliage that persists and remains green year-round.

“*Ground cover*” means low-growing plants, typically less than 24 inches at maturity, other than turf grasses.

“*Hedge*” means a landscape barrier consisting of a continuous, dense planting of shrubs.

“*Opaque*” means visually impenetrable.

“*Screen*” means a method of reducing the impact of noise and unsightly visual intrusion with less offensive or more harmonious elements, such as plants, berms, fences, walls, or any appropriate combination thereof.

“*Shade tree*” means a deciduous tree planted primarily for its high crown of foliage or overhead canopy.

“*Shrub*” means a woody plant, smaller than a tree, consisting of several small stems from the ground or small branches near the ground; may be deciduous or evergreen.

3. NOXIOUS WEEDS AND INVASIVE SPECIES CONTROL

3.1 Prohibited Species

All Class A, B, and locally-listed Class C noxious weeds as designated by the [Washington State Noxious Weed Control Board](#) are prohibited.

Common Prohibited Species Include:

- Himalayan blackberry (*Rubus armeniacus*)
- Scotch broom (*Cytisus scoparius*)
- English ivy (*Hedera helix*)
- Knotweed species (*Reynoutria spp.*)
- Yellow flag iris (*Iris pseudacorus*)

3.2 Removal

- Existing infestations shall be removed prior to planting
- Replacement planting required for re-infestation

4. STREET TREE STANDARDS

4.1 General Requirements

- Minimum caliper for deciduous trees: 2 inches
- Minimum height for evergreen trees: 6 feet

4.2 Street Trees and Clearances

Trees shall be trimmed to provide clearance of:

- 7 feet over sidewalks and pedestrian paths;
- 8 feet over bicycle lanes;
- 15 feet over arterials; and
- 14 feet over all other roadways.

Street trees shall generally be spaced no more than 40 feet apart on arterials and 30 feet apart on collector streets.

Street trees must be planted as follow:

- Three (3) feet back from the face of the curb;
- Five (5) feet from underground utility lines;
- Ten (10) feet from power poles (15 feet recommended);
- Seven and one-half (7 ½) feet from driveways (10 feet recommended);
- Twenty (20) feet from street lights.

4.3 Approved Street Tree Species

Small Trees (25-30 feet in height)

Appropriate for use under power lines

Botanical Name	Height in Feet	Spread in Feet	Flowers	Fall Color
Common Name				
<i>Acer platanoides</i>				
Crimson Sentry Maple	30	20		Bronze/Orange
<i>Crataegus X lavalii</i>				
Japanese Dogwood	30	25	White	Raspberry like Fruit
<i>Acer campestre</i>	20	20	Yellow	



Hedge Maple				
<i>Prunus x hillieri</i>				
Spire	30	10	Pink	Orange/Red
<i>Prunus virginiana</i> “Canada Red”				
Canada Red Chokeberry	25	20	White	Purple
<i>Sorbus x hybridia</i>				
Oakleaf Royal Mt. Ash	30	20	White	Rust
<i>Prunus cerisifera</i> “Thundercloud”				
Thundercloud Flowering Plum	25	15	Pink	Bronze/Burgundy

Medium Trees (not exceeding 40 feet in height)

Appropriate for street without power lines

Botanical Name	Height in Feet	Spread in Feet	Flowers	Fall Color
Common Name				
<i>Acer ginniaia</i>				
‘Evelyn’ Queen Elizabeth Maple	35	30		Yellow
<i>Pyrus calleryana</i>				
‘Capital’ Pear	35	12	White	Reddish Purple
<i>Pyrus calleryana</i>				
‘Aristocrat’ Pear	35	25	White	Yellow to Red
<i>Pyrus calleryana</i>				
‘Autumn Blaza’ Pear	30	25	White	Scarlet
<i>Pyrus calleryana</i> ‘Chanticleer’				
Chanticleer Callery Pear	30	20	White	Yellow to Red
<i>Acer rubrum</i>				
Bowhall Red Maple	40	15		Red
<i>Zelkova serrata</i>				
Japanese Zelkova	35	25		Yellow/Orange



Large Trees (reaching 50 feet or more)

NOT appropriate under power lines

Botanical Name	Height in Feet	Spread in Feet	Flowers	Fall Color
Common Name				
<i>Cercidiphyllum japonicum</i> Katsura Tree	50	30		Orange
<i>Acer rubrum</i> 'October Glory' October Glory Red Maple	50+	30		Red
<i>Fraxinus pennsylvanica</i> 'Summit' Summit Green Ash	50+	40		Yellow
<i>Tilia cordata</i> 'Greenspire' Greenspire Linden	50	30	Yellow	Yellow
<i>Pyrus calleryana</i> 'Chanticleer' Chanticleer Callery Pear	30	20	White	Yellow to Red
<i>Acer rubrum</i> Bowhall Red Maple	40	15		Red

4.4 Prohibited Street Tree Species

Botanical Name	Common Name
Acer Macrophyllum	Big Leaf Maple, Oregon Maple
Populus Trichocarpa, P. deltoides	Cottonwoods
Populus Nigra	Lombardy Poplar

The City reserves the right to remove any street trees not approved by the City.

5. LANDSCAPE BUFFER TYPES, DESCRIPTIONS, AND PLANTING STANDARDS

These standards are intended to provide guidance in designing a landscape plan meeting the intent of GFMC 19.06.020, which identifies the four basic types of landscape buffers. The designated official may consider alternative landscape designs and plantings if the intent of the screen type is met.

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.

Type I – Opaque Screen: A screen that blocks views from the ground up to at least six feet, with partial visual screening extending from that height up to at least 20 feet. The purpose of this screen is to fully separate uses visually and create a clear sense of distance between them. The screen may be made up of a wall, fence, landscaped berm, planted vegetation, or existing vegetation. When vegetation is used, compliance will be evaluated based on the typical mature height and density of the plant species, or by observing existing vegetation on the site. The lower, opaque portion of the screen must remain visually solid year-round. Once mature, the upper portion of partial screening may not include any clear openings wider than 10 feet. Deciduous plants may be used in the upper, partially screened portion.

Type I Planting Standards:

1. Type I landscaping is a *full visual screen* designed to provide effective separation between incompatible land uses. Type I landscaping is generally required between residential and nonresidential uses, or where other land use incompatibilities exist.
2. General guidelines for Type L1 landscaping:
 - a. A combination of trees and shrubs, predominantly evergreen, arranged to create a continuous visual barrier;
 - b. A minimum of seventy (70) percent of required trees should be evergreen;

- c. Evergreen trees should be planted at a maximum spacing of fifteen (15) feet on center;
- d. Deciduous trees should be planted at a maximum spacing of twenty (20) feet on center;
- e. Evergreen shrubs should be planted at a maximum spacing of four (4) feet on center; and
- f. Ground cover should be provided to ensure complete coverage of exposed soil areas.

Type II – Semi-Opaque Screen. A semi-opaque screen should 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.

Type II Planting Standards:

- 1. Type II landscaping provides a filtered screen that helps visually separate different uses. This type of landscaping is commonly used between commercial and multifamily developments.
- 2. General guidelines for Type II landscaping include:
 - a. A mix of evergreen and deciduous trees and shrubs arranged to create a partially screened view;
 - b. At least 50 percent of the trees should be deciduous, with a minimum of 30 percent evergreen trees;
 - c. Evergreen trees should be planted no more than 15 feet apart;
 - d. Deciduous trees should be planted no more than 20 feet apart;
 - e. Shrubs should be planted no more than five feet apart; and
 - f. Ground cover should be provided to complete the planting area.

Type III – Broken Screen. A broken screen should 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.

Type III Planting Standards:

1. Type III landscaping is a "see-through buffer" that functions as a partial visual separator to soften the appearance of parking areas. This landscaping is typically found along street frontages;
2. General guidelines for Type III landscaping:
 - a. A mix of evergreen and/or deciduous trees arranged to create a continuous canopy;
 - b. At least 70 percent of the trees should be deciduous
 - c. Trees should be planted no more than 25 feet on center;
 - d. Shrubs, that do not exceed a height of four feet, should be planted no more than four feet apart; and
 - e. Ground cover should be provided to complete the planting area.

Type IV – Retention/Detention Pond Landscaping. Landscaping should provide visual relief by reducing sight lines visible from public rights-of-way. Landscaping should include all visible perimeter areas, including side slopes and benches, adjacent to the right-of-way. Planting areas should 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.

Type IV Planting Standards:

1. Type IV landscaping is a "stormwater detention/retention landscaping treatment" that provides visual relief from storm water design features;
2. General guidelines for Type IV landscaping:
 - a. Evergreen and deciduous trees, shrubs and ground covers planted along right-of-way, and/or within hillside ponds or dual use ponds;
 - b. Plantings contained along right of way must have a minimum dimension of no less than five feet at its narrowest point;
 - c. Ground cover;
 - d. Shrub should be planted no more than three feet on center; and
 - e. At least 70 percent of the trees and shrubs should be evergreen.

6. CRITICAL AREA BUFFER PLANTING STANDARDS

In order to ensure that critical area buffers are planted, restored, or enhanced with native vegetation sufficient to protect and maintain ecological functions, including water quality, habitat, bank stability, flood attenuation, and shading, the following standards apply to all required buffers associated with regulated critical areas, including but not limited to streams, wetlands, lakes, shorelines, and wildlife habitat areas. Where existing buffer vegetation is degraded, sparse, or dominated by invasive species, planting or enhancement may be required by the designated official.

Plantings should consist of native species appropriate to site conditions, including hydrology, soils, and light availability.

Plantings should create a natural, multi-layered condition, typically including:

- Trees for long-term canopy and shade
- Shrubs and small trees for habitat and structure
- Groundcover to protect soils and suppress weeds

6.1 Invasive Species

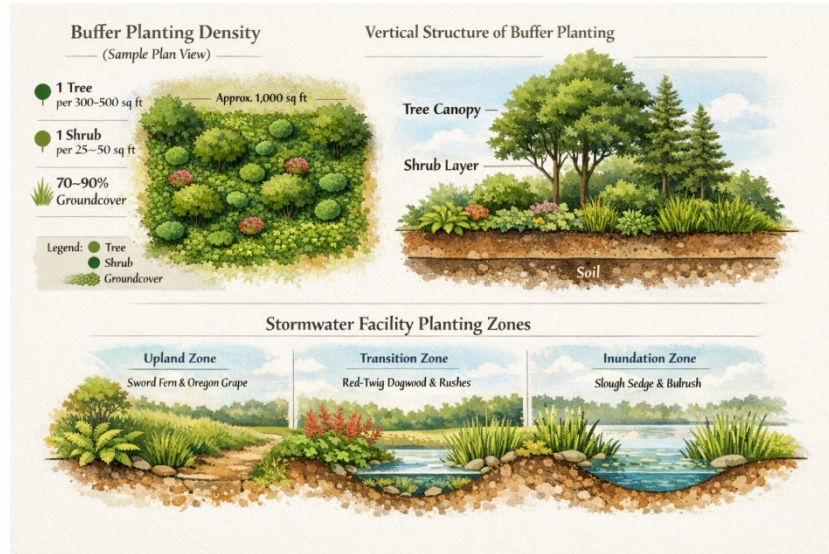
Invasive or noxious species should be removed and controlled over time, maintaining invasive cover to less than ten percent (10%) of the buffer area.

6.2. Minimum Planting Density and Spacing

Plant spacing should be dense enough to quickly establish cover while allowing plants to mature naturally. Unless site conditions warrant a different approach, the following spacing works well in most Western Washington buffer settings:

Plant Type	Minimum Spacing
Trees	8–10 feet on center
Shrubs	3–5 feet on center
Groundcover	18–24 inches on center

Plantings should be arranged in irregular groupings to emulate natural conditions. Linear or ornamental landscaping patterns are prohibited.



6.3 Plant Size at Installation

Minimum plant sizes shall be:

- Trees: minimum 1- to 5-gallon container stock
- Shrubs: minimum 2-gallon container stock
- Groundcover: 1-gallon containers or plugs

Larger stock may be required where immediate screening, shading, or erosion control is necessary.

6.4 Performance Standards

Survival and Coverage

1. A minimum of seventy percent (70%) plant survival should be achieved within three (3) years of installation.
2. Native plantings should develop into a self-sustaining, native-dominated buffer appropriate to the type of critical area.

Replacement

Dead or failing plants shall be replaced during the next planting season until performance standards are met.

Professional Guidance

Spacing, species mix, or planting density may be adjusted when recommended by a qualified professional and shown to meet the overall goals of buffer protection and function.

6.5 Best Available Science

All buffer planting and enhancement standards shall be implemented consistent with best available science, as required by RCW 36.70A.172 (or as amended).

7. PLANTING AND MAINTENANCE GUIDELINES

7.1 Interior Site Landscaping and the Use of Architectural Features:

Interior site landscaping is required to define pedestrian ways, enclose outdoor gathering and seating areas, and reduce building mass.

Architectural features such as low walls, fountains, and sculptures may be used in places where planting areas are limited or restricted.

Project entrances should be enhanced through changes in paving materials such as brick pavers, textured and colored concrete, providing entry structures and unity in planting of trees and shrubs.

Open storm water detention facilities should be incorporated into project landscaping and open space, and screened/fenced appropriately.

Where branches may interfere with pedestrians or vehicles in the right-of-way, trees should have a clear trunk area of seven feet (7') above the ground for pedestrian paths, eight feet (8') above bicycle lanes, fifteen feet (15') above arterials, and fourteen feet (14') above all other roads.

7.2 Irrigation

- All landscaped areas shall have be provided with automatic irrigation systems, except landscaping on a single-family lot with readily available water source within 75 feet of all plantings.
- Areas with existing vegetation or naturally adequate soil moisture may be allowed temporary irrigation only, as determined by the City.
- Permanent irrigation is not required for undisturbed native areas, wet areas, or drought-tolerant landscaping. Where permanent systems are installed, they shall be designed by a qualified landscape architect or engineer.

7.3 Detention and Retention Ponds

- Fencing for pond facilities shall use green or black vinyl-coated chain link fencing. Vinyl or wood slats are not allowed.
- Smooth concrete or un-textured ecology blocks shall not be used above permanent water levels. Textured materials, decorative rock, and tiered or benched slopes shall be used to improve appearance and allow for planting.
- Plantings adjacent to low impact development or detention facilities should have minimal leaf litter to avoid impacting the facility functionality.

7.4 Ponds as Dual-Use Recreation Facilities

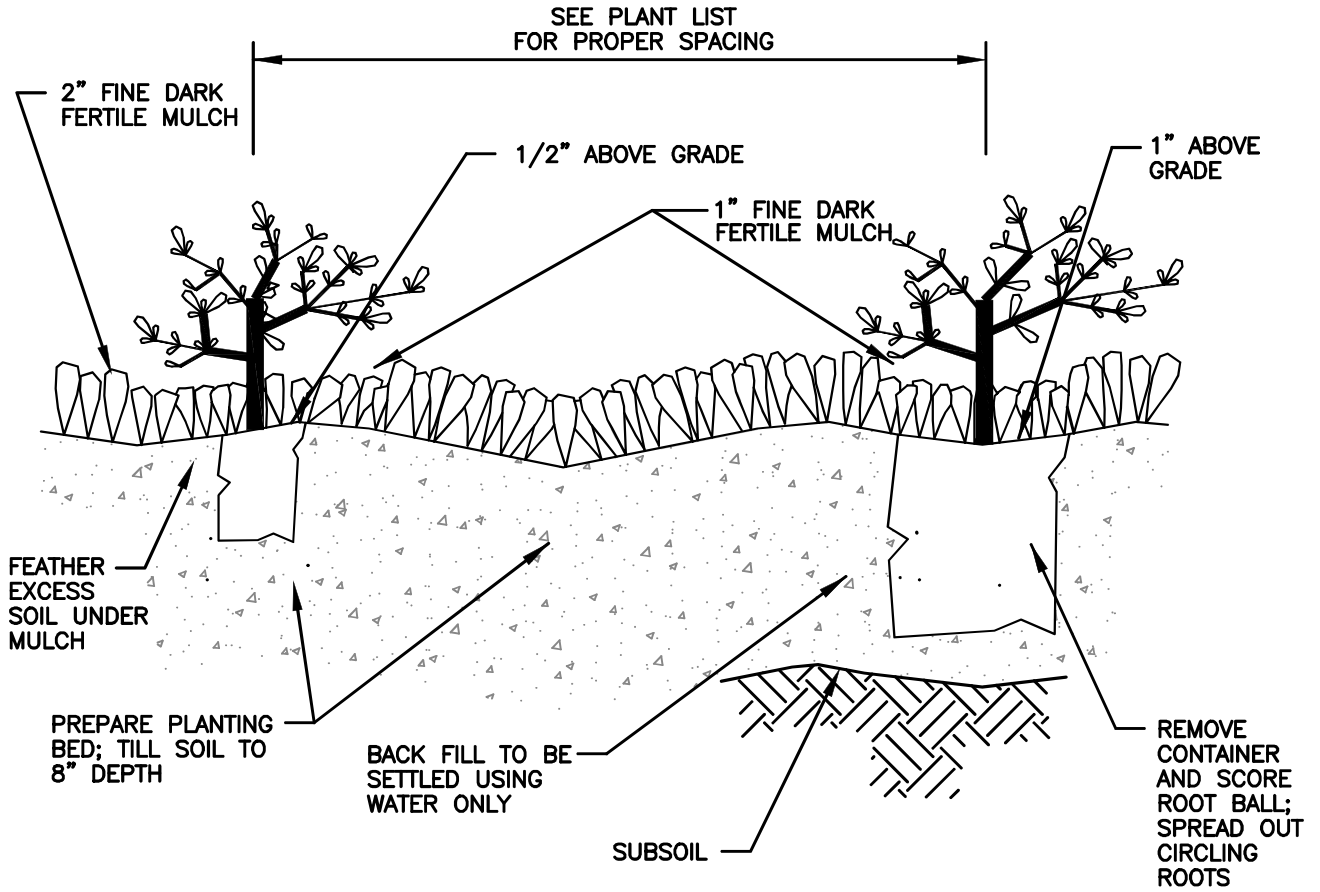
- Dual-use ponds shall be designed primarily as recreational spaces, with stormwater functions integrated into the design.
- Control structures shall be discreet and blended into the surrounding landscape.
- Recreational ponds shall have curving shorelines and include shallow safety benches.

7.5 Maintenance

- Shrubs and trees in the landscaping and planting areas shall be maintained in a healthy growing condition.
- Planting areas, fencing, walls, and other features should be maintained free of noxious weeds and trash.
- Planted areas next to pedestrian walkways and sidewalks should be maintained with a clear zone between three and eight feet from the ground level.

Appendix A

Planting Details



LESS THAN 1 GALLON CONTAINER
(PLANTED AFTER MULCH)

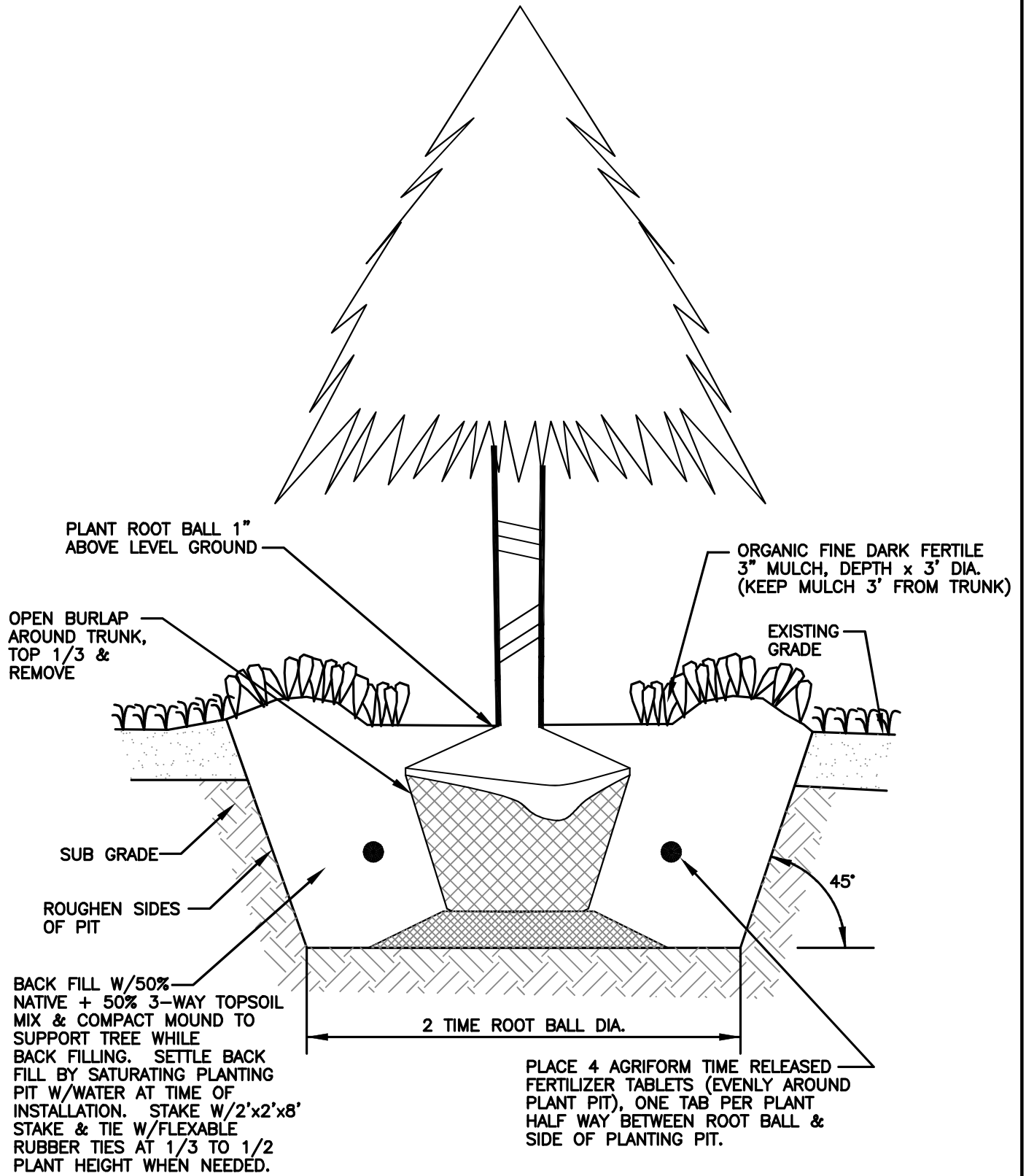
1 GALLON CONTAINER AND LARGER
(PLANTED BEFORE MULCH)



CITY OF GRANITE FALLS GROUND COVER PLANTING

DATE: 1/01/2021

DWG. NO.
PLNT-DET



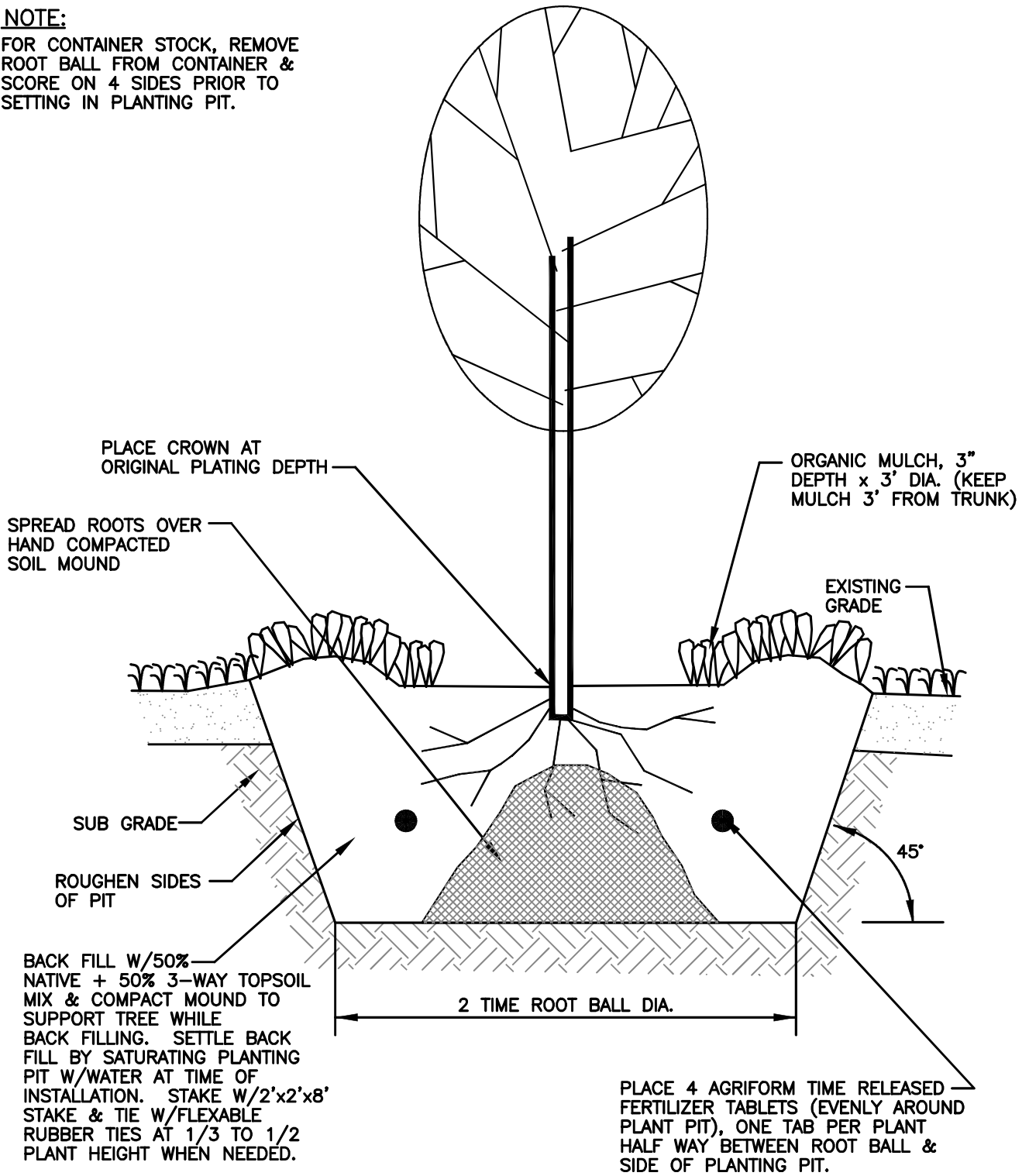
CITY OF GRANITE FALLS
BALL & BURLAP PLANTING

DATE: 1/01/2021

DWG. NO.
PLNT-DET-2

NOTE:

FOR CONTAINER STOCK, REMOVE ROOT BALL FROM CONTAINER & SCORE ON 4 SIDES PRIOR TO SETTING IN PLANTING PIT.



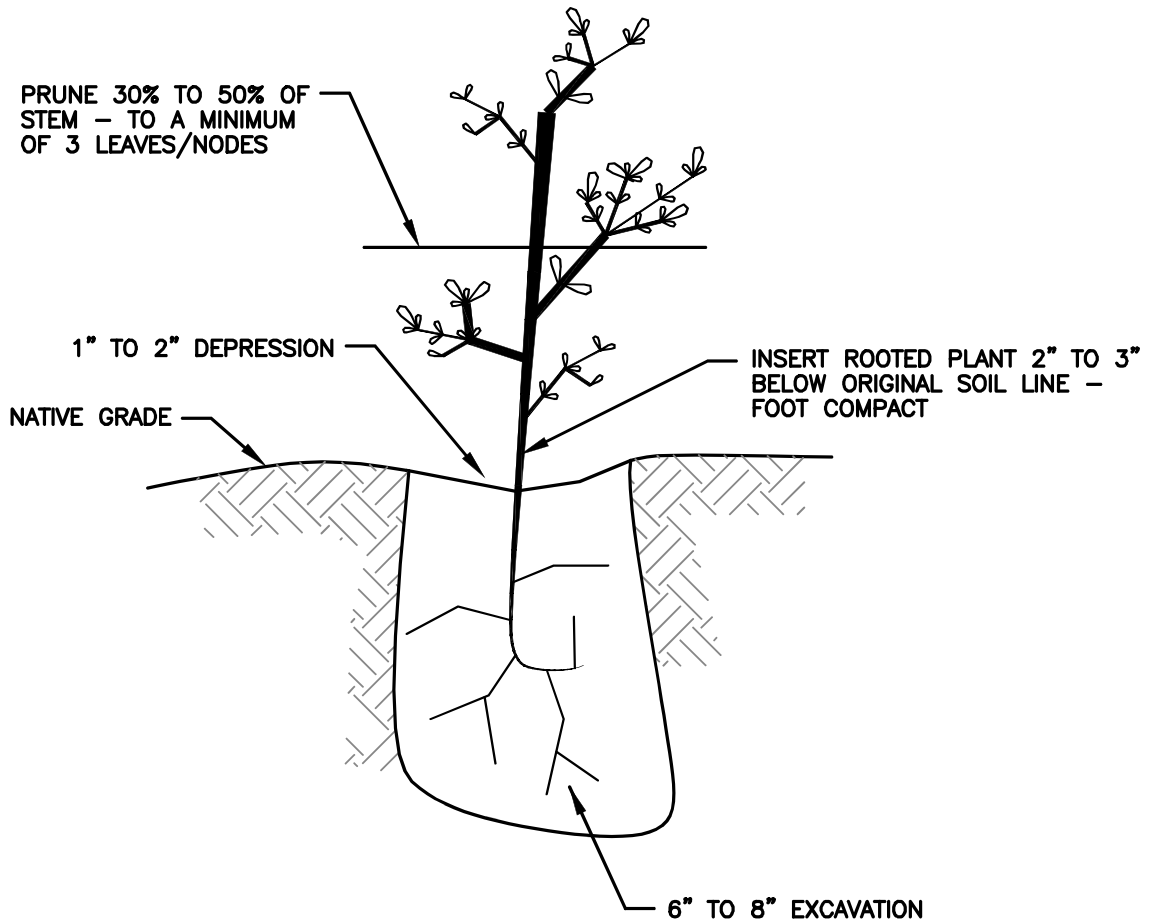
L:\GrFalls\15484 PW Stds\Misc Dri\PLNT-DET-2.dwg, 1/5/2021 10:26 AM, STEPHEN MOORE



**CITY OF GRANITE FALLS
BARE ROOT/CAN STOCK
PLANTING DETAIL**

DATE: 1/01/2021

DWG. NO.
PLNT-DET-2



NOTES:

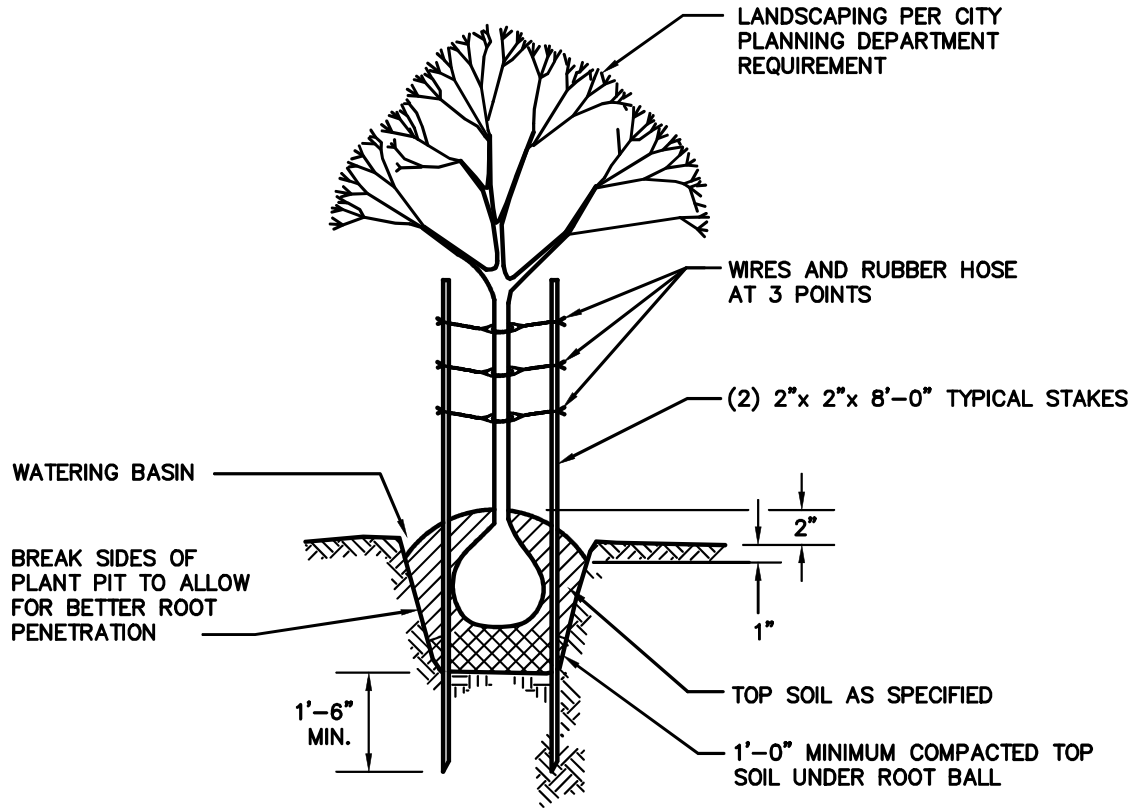
1. NO TOPSOIL
2. NO FERTILIZER



CITY OF GRANITE FALLS
ROOTED CUTTING/OFFSET
SEEDLING DETAIL

DATE: 1/01/2021

DWG. NO.
PLNT-DET-2



NOTES:

1. PLANT ALL TREES ONE INCH HIGHER THAN LEVEL AT WHICH GROWN IN NURSERY
2. TAKE CARE TO AVOID ROOTS WITH STAKES
3. PLANT PIT 3'-0" ϕ OR 1'-0" LARGER THAN ROOT SPREAD, WHICHEVER IS GREATER.



CITY OF GRANITE FALLS
STREET TREE PLANTING
AND STAKING DETAIL

DATE: 1/01/2021

DWG. NO.
LSCP-1



CITY COUNCIL AGENDA BILL

Subject: 7.b.

Originating Dept.: City Manager

Action Recommended: None

Approval(s):

Meeting Date: February 4, 2026

Date Submitted:

Exhibit(s):

1. JB1 03032Granite Falls - FLOCK
update council presentation

Budgeted Amount: \$23,000

BARS Code: 321 20 41 00

Summary Statement:

Status update on state-wide PRR risks and legislative updates as it relates to the City's deployment of the FLOCK Automated License Plate Reader (ALPR) technology. The presentation will cover recent legal developments affecting ALPR data management, pending state legislation, and options for Council consideration. The City currently operates seven FLOCK cameras under an agreement with FLOCK and under the policy umbrella of Snohomish County, as well as their data-retrieval agreement with FLOCK.

Background:

FLOCK Safety provides ALPR camera hardware and software to over 5,000 law enforcement agencies nationwide. The system captures 6-12 images of every vehicle that passes through the camera's field of view, using AI to identify license plates, vehicle characteristics, and other features (bumper stickers, roof racks, damage, etc.). Images do not capture the driver's or passenger's faces.

Data is transmitted to FLOCK's searchable online database and automatically deleted on a rolling 30-day basis. Users must download data before deleting it to preserve it for investigations or public records requests. FLOCK limits downloads to 100 images per request, though the County has negotiated unconditional data retrieval with FLOCK.

Legal Updates:

Two Washington Superior Court cases have produced conflicting rulings on whether FLOCK data constitutes public records:

- **Skagit County** (Cities of Stanwood and Sedro-Woolley): Court ruled ALPR images are public records and are not exempt from disclosure under current law
- **Pierce County** (City of Lakewood): Court found records were transitory and would be exempt under RCW 46.63.220

Both rulings are under appeal.

Public Records Requests: Several Washington cities have received coordinated PRRs from privacy advocates requesting FLOCK data for specific timeframes. Requesters often submit requests when data is within days of auto-deletion, which creates significant compliance challenges. Cities face potential litigation over records-preservation obligations versus records-destruction claims.

Pending Legislation

SB 6002 would establish statewide ALPR regulations, including:

- **72-hour (substitute bill now calls for 21-days) data retention limit**
- **Prohibited uses:** Immigration enforcement, surveillance monitoring, sensitive area tracking (schools, places of worship, healthcare facilities, courts)
- **Permitted uses:** Valid watch lists, officer-entered plates, parking enforcement, impound, toll enforcement, traffic modeling, commercial vehicle enforcement
- **Transparency requirements:** Mandatory registration, reporting, logs, audits, and oversight

Legal Risks:

- Skagit County precedent creates unfavorable disclosure obligations
- No clear statutory exemption currently applies to ALPR data
- Pierce County ruling offers an alternative framework, but is also under appeal
- Cities risk litigation regardless of the compliance approach chosen

Considerations:

- FLOCK provides a valuable investigative tool for crime-solving and enhances both the public and officer safety
- Unconditional data retrieval agreement with FLOCK partially addresses download limitations

- City currently operates under County policy for permissible search purposes

Public Records Compliance:

- Thousands of images can be captured in minutes, making comprehensive responses resource-intensive
- At least 20 states have codified ALPR limitations, with some explicitly exempting data from public disclosure. Five additional states have introduced pending legislation.

DISCUSSION ONLY

- OPTION A: Maintain Current Operations (Staff Recommendation)
- OPTION B: Pause Program Pending Legal Clarity
- OPTION C: Deactivate Program Permanently

Recommended Motion:

N/A

FLOCK and ALPR Technology Status Update

Feb. 4, 2026 Council Meeting

Legal Update & Policy Recommendations



Photo from flocksafety.com

1. Flock Safety

What is Flock?



Photo from [flocksafety.com](https://www.flocksafety.com)

- Flock Group, Inc., known as Flock Safety, is a **private company** that provides hardware and software for **Automated License Plate Reader (ALPR) cameras** to law enforcement and private entities
- Flock represents that it has **5,000+ law enforcement partners**
- Flock offers various other products and services not addressed in this presentation



flock safety

<https://www.flocksafety.com/fo>

1. Flock Safety

- Flock ALPRs capture **6-12 images of every vehicle** that passes through their field of vision
- Flock's AI software reads, filters, and **"tags"** each photo with the characteristics observed, such as:
 - **license plate number & state**
 - **vehicle make, model, & color**
 - **damage to the vehicle**
 - **bumper stickers**
 - **roof racks**
 - **after-market additions**
 - **Other**
- **System does not capture driver/passenger faces or identities**

How Do the ALPR Cameras & Software Work?



<https://www.flocksafety.com/Tag>
<https://www.flocksafety.com/products/license-plate-readers>

1. Flock Safety

How Do the ALPR Cameras & Software Work?

- The “best” images and their metadata are transmitted to Flock’s **online, searchable database**
- The **images and data are auto-deleted** from the database **on a rolling 30-day basis**; users must download the data to their own device prior to deletion
- 30-day retention conflicts with pending legislation (72-hour requirement)
 - SnoCo/City must download data before 30 days to preserve for investigations or public records requests
 - Flock limits downloads to 100 images/request
 - ✓ Snohomish County/City Agreement with Flock for unconditional data retrieval
 - This creates public records compliance challenges (see Slide Flock Data PRRs)
- Data deletion schedule may constitute records destruction under current court ruling

All LPR Cameras Include



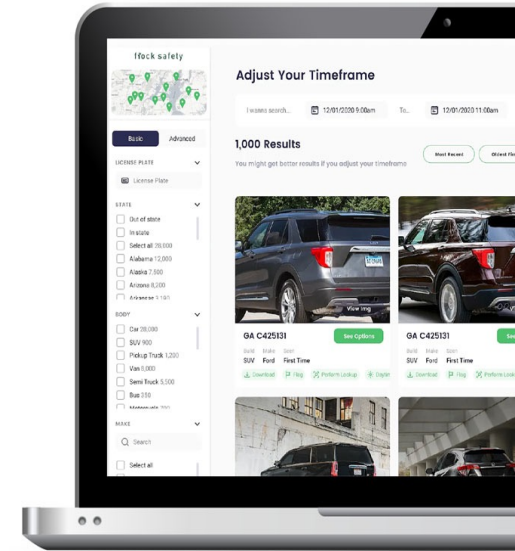
- Vehicle Fingerprint® search
- Audit trails
- Custom hotlists and hotlist sharing
- Real-time alerts
- NCIC alerts (for law enforcement)
- Transparency portal
- NightVision™ technology
- Mobile app

<https://www.flocksafety.com/Tag>
<https://www.flocksafety.com/products/license-plate-readers>

1. Flock Safety

How Do Users Search the Database?

- **Users must list a reason for searching the database**
- Users can **search** by a full or partial **license plate number**, **physical characteristics** of the vehicle, and/or **place & timeframe**
- If any cameras in the jurisdiction captured one of the descriptors searched for, **users can see when and where that vehicle was captured**
- **Every search creates permanent audit trail**
- **Whereas, the City currently lacks formal written policy the city does fold into the County's ALPR policy regarding permissible search purposes**
 - **Best practice: Searches limited to active criminal investigations, specific incidents**
- **Audit capability allows tracking of any inappropriate searches by staff**



1. Flock Safety

Networks & Audits

- Agencies can **share access** to their cameras and data **with other law enforcement agencies** across the state and country--creating a “network”
- Agencies can **limit/expand their network** settings, e.g., automatically share their data with all agencies within a radius/state/the country, require other agencies to request access to their data before sharing, only share with specific jurisdictions for a specified time frame, etc.)
- A “**Network Audit**” shows which **searches made by other agencies** returned a result within user’s jurisdiction
- *Data sharing creates legal and policy risks*
 - University of Washington report (Oct 2025) found WA agencies sharing data with federal immigration enforcement
 - Illinois audit found Flock facilitated CBP access in violation of state law
 - Pending legislation prohibits immigration enforcement use

2. Flock Data PRRs

Requests Received

Several cities in WA have received PRRs for Flock data, e.g.:

- City of Stanwood received a request for **“a copy of all of the city’s Flock camera’s pictures and data logs between 5pm & 6pm on 03/30/2025”**
- City of Sedro-Woolley received a request for **“... all of the images and data logs created by all of the Flock Safety cameras installed in the city between the times of 5:00 PM and 5:30 PM on 5/5/2025”**
- Other cities have received substantially similar requests for:
 - **“1. Organization Audit in Flock. [...] 2. Network Audit in Flock. [...] 3. A list of network share settings that include: 3a. Flock networks shared with me [and] 3b. Networks that I’m sharing”**
- *Snohomish County and Granite Falls should expect similar requests*
- *These are coordinated requests from privacy advocates testing legal boundaries*

2. Flock Data PRRs

Issues with Requests

- Requesters may be aware that Flock's data auto-deletes, and **requests come in when the data is within days of deletion**
 - Some cities have settled with requesters who accused the City of destroying or failing to maintain responsive records rather than facing a PRA lawsuit where they would have to argue about whether the data is a record under the PRA
- **Flock limits users to downloading 100 images per request**, but thousands of images can be captured in a matter of minutes
 - Catch-22: Preserve too much = storage burden; preserve too little = records destruction claim
 - *Snohomish County/City Agreement with Flock for unconditional data retrieval*
- Network Audits show **specific intelligence information from other jurisdictions** and releasing the audits could inadvertently reveal active investigations and/or non-conviction data from other jurisdictions

3. Declaratory Judgment Action

Argument Overview

- Stanwood and Sedro-Woolley initiated a Dec Action in Skagit County against a requester (**Cause No. 25-2-00717-29**)
- The Cities sought a **declaration that the images and data in Flock's database are not public records** under current jurisprudence ***unless and until they are accessed by a public agency***
- The Cities asserted that the images and data are **not public records under the language and intention of the contract** with Flock
 - Contract language states data not City 'property' or 'records'
- **In the alternative**, if the images and data are public records, the Cities asked for a declaration that they are **exempt from disclosure for public policy reasons**
 - **Cities sought exemption for: officer safety, sensitive locations, active investigations**
- **Court rejected all City arguments**

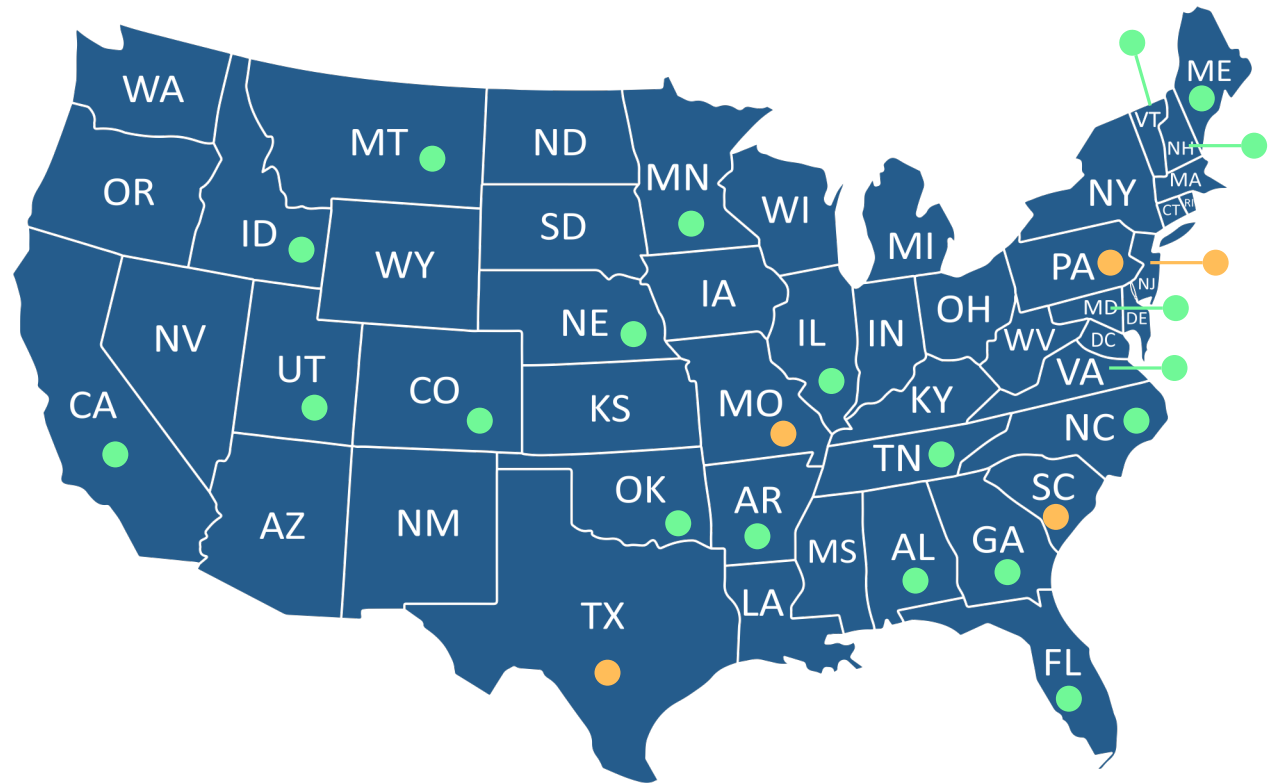
4. Current Status

- Skagit County Superior Court declared that the images are public record and do not fall within a current exemption
- Pierce County Superior Court found that the records were transitory, and the City (Lakewood) did a reasonable search. They also held that the records would have been exempt under RCW 46.63.220- Automated traffic safety cameras.
- *Both Court rulings are under appeal.*
- Legal uncertainty creates compliance dilemma
- Other cities deactivating cameras due to risk
- AWC/MRSC lack clear guidance
- Cities face litigation if they guess wrong
- Skagit precedent unfavorable in our county
- No statutory exemption clearly applies

4. Legislative Fix

- At least **20 states have codified limitations** on the use of/access to ALPRs and their data, with **some states explicitly exempting the data from public disclosure**
- At least **5 states have introduced legislation** recently to regulate the use of ALPRs/access to ALPR data that has not yet passed

Other States' Exemptions



4. Legislative Fix

SB 6002 Key Provisions

- When ALPR use is allowed
 - Valid watch lists, Officer entered plates, time-limit parking enforcement, impound, toll enforcement, Research and traffic modeling, commercial vehicle enforcement
- Prohibited Uses
 - Immigration enforcement, surveillance, monitoring of sensitive areas (schools, places of worship, health care clinics, courts.)
- Data Retention Limits
 - 72 hours unless meets a following exception: Parking – 12 hour retention, traffic studies – 30 days, commercial vehicle enforcement – 4 hours, Felony investigations – evidence retention schedule
- Transparency, Registration and Reporting
- Logs, Audits, and Oversight

5. Options

OPTION A: Maintain - No Change - Staff Recommendation

- Pros:
 - Preserves valuable investigative tool
 - Officer safety and crime-solving capability
 - Proactive compliance with coming legislation
- Cons:
 - Ongoing legal risk until appeals resolved
 - Compliance costs and staff time
 - Public records vulnerability

OPTION B: Pause Program Pending Legal Clarity

- Pros:
 - Eliminates immediate legal risk
 - Preserves cameras for future reactivation
 - Demonstrates cautious governance
- Cons:
 - Loss of investigative capability
 - Continued contract costs (renews Feb 13 – 30-day notification)
 - Could be 1-2 years for appellate resolution

OPTION C: Deactivate Program

- Pros:
 - Eliminates all legal risk
 - No compliance burden
 - Addresses privacy advocate concerns
- Cons:
 - Loss of investigative tool permanently
 - Contract termination costs
 - Officer safety implications
 - Continued contract costs (renews Feb 13 – 30-day notification)

6. Summary

Current Situation:

- ✓ 7 Flock cameras operational
- ✓ Agreement with Flock for unconditional data retrieval
- ✗ Legal uncertainty (conflicting court rulings)
- ✗ Legislation pending (72-hour retention, restrictions)
- ✗ Privacy advocate targeting via PRRs

Tonight's Discussion:

1. Flock safety
2. Flock Data PRRs
3. Declaratory Judgment Action
4. Legislative Fix
5. Options regarding on program status (maintain/pause/deactivate)