



DIAL-IN CONTACT PHONE NUMBER: (US) +1(253) 215-8782/MEETING ID: 839 4890 0509

The Granite Falls Planning Commission will hold an in-person and online (hybrid) meeting in the Civic Center at 7:00 PM on November 8, 2022. Contact information is above for joining the meeting by telephone. You can also join by computer at the following Zoom meeting link: <https://us06web.zoom.us/j/83948900509>. Whether in advance of the meeting by comment sent e-mailed to the City Clerk, in-person, by phone or computer connection, public comment is encouraged.

**CITY OF GRANITE FALLS
PLANNING COMMISSION
NOVEMBER 8, 2022
7:00 PM
MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. APPROVAL OF MINUTES:**
 - A. Approval of September 13, 2022 Minutes**
- 5. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON ACTION ITEMS**
(Public comments are encouraged both items that are action items and non-action items on this Agenda. Comments may be submitted in advance in writing or by e-mail to the City Clerk or may be made in person, or by telephone or computer connections at the time of the meeting. Individual comments will be limited to three minutes and group comments shall be limited to five minutes.)
- 6. NEW BUSINESS:**
 - A. Review of Recent Community Development Activity**
 - B. WA Commerce GMA Application excerpt - Scope and Timeline**
 - C. Community Development List of Anticipated Work and Issues**
- 7. CURRENT BUSINESS:**
- 8. REPORTS:**
 - A. City Clerk Reports**

B. Homework

9. CORRESPONDENCE:

10. ADJOURN:

Notice-All Proceedings of this meeting are sound recorded.

Approval of September 13, 2022 Minutes



PLANNING COMMISSION
MEETING
SEPTEMBER 13, 2022
7:00 PM
MINUTES

1. CALL TO ORDER (Via Zoom)

Commissioner Cruger called the Planning Commission meeting to order at 7:00 p.m.

2. FLAG SALUTE:

Commissioner Cruger led the Planning Commission, Staff and Audience in the Pledge of Allegiance to the Flag.

3. ROLL CALL:

Planning Commission

Commissioner Frederick Cruger – Present
Commissioner Ron Stephenson– Present
Commissioner Scott Morrison – Present
Commissioner Bruce Straughn – Present
Commissioner Chris Marsh – Present

City Staff

Darla Reese, City Clerk
Eric Jensen, Community Dev. Director

Consultants

Ryan C. Larsen, Consultant Planner

4. APPROVAL OF MINUTES

A. Approval of July 12, 2022 Minutes

Commissioner Stephenson moved to approve the Minutes of July 12, 2022. Commissioner Marsh seconded. Motion carried.

5. PUBLIC COMMENTS/RECOGNITION OF VISITORS – NON-ACTION ITEMS

(Public comments are encouraged both for items that are not action items in this Agenda and for actions items in this Agenda. Comments may be submitted in advance in writing or by e-mail to the City Clerk or may be made in person, or by telephone or computer connection at the time of the meeting.)

No one was present online to speak during this portion of the meeting, and no written correspondence had been received.

6. NEW BUSINESS

A. Introduction of New Community Development Director – Eric Jensen

Consultant Planner Larsen thanked the Planning Commission for working with him over the last few years. He also introduced the new Community Development Director, Eric Jensen.

Community Development Director Jensen introduced himself and shared his background information with the Planning Commission and answered their miscellaneous questions. He looks forward to working with the City.

B. Comprehensive Plan Review Discussion

Community Development Director Jensen will be reviewing the former Consultant Planner's notes and listening to audio meetings to get himself up to date with the Comprehensive Plan review that has taken place.

He also mentioned the current Comprehensive Plan and changes that could be made to make it more user friendly, visually based, readable. He further mentioned the checklist from the State of Washington and PSRC = greater update than any of the previously completed periodical updates.

At the next meeting, Community Development Director Jensen will finish his review and will present his perspectives and how to go forward in terms of a work plan.

C. Consideration of Adopting an Annual Work Plan

Community Development Director Jensen presented the Planning Commission members with a sample Work Plan of what he completed for the City of Algona (similar in size and scale to Granite Falls).

He explained the intent of a Work Plan is so everyone is on the same page and what level you will be a part of. It shows how the plan is broken down. He would like to continue in helping the City find money. He will be looking for feedback and prioritization from the Planning Commission.

The plan can be broken down over the next year (2023-2024). There will also be times where there will be nothing going on.

Planning Commission members gave favorable feedback; they would like to see a flow chart with target dates, GMA mandates (even things that may not apply to the City), full Comprehensive Plan cycle, add in blank lines for a contribution area.

7. CURRENT BUSINESS

There were no Current Business items for the Agenda.

8. REPORTS:

A. City Clerk Report

There were no questions on the City Clerk's reports.

B. Homework

There were no homework items for the Agenda.

9. CORRESPONDENCE:

There were no correspondence items for the Agenda.

10. ADJOURNMENT:

Commissioner Cruger adjourned the meeting.

**Review of Recent Community Development
Activity**



Memo

To: City Council
From: Eric Jensen, Community Development Director
CC: City Manager Brent Kirk
Date: November 3, 2022
Re: **Community Development Report to Council**

Here is a summary of some recent activity in Community Development:

- Presented to Planning Commission a proposal to develop an annual Planning Commission Work Plan. *Will be presenting a draft plan to Commission at December PC meeting.*
- Developed and Presented to Council a list of identified Planning activities to prioritize and implement. *To be discussed at November PC meeting.*
- Review of potential on-street food truck code regulations. *Tentatively set soon for City Council workshop discussion (and may then go to Planning Commission review/recommendation).*
- Completed the State-mandated GMA Grant application for funding disbursement for 2024 Comprehensive Plan periodic update. *To be discussed during November PC meeting.*
- Met with selected vendor for new permitting software program
- Put together promotional material and shared at Railroad Days for encouraging public outreach during 2024 Comprehensive Plan Periodic update
- Received submitted project applications:
 - **805 W. Stanley Street/LU 2022-02**
Proposal is for a convenience store with fuel dispensers
 - **407 Jordan Road**
Proposal is for site improvements for construction of a retail hardware store and future restaurant. A request to modify lot line locations for Lots 1, 2, and 3 of the short plat will be submitted separately.

**WA Commerce GMA Application excerpt - Scope
and Timeline**



Memo

To: Planning Commission
From: Eric Jensen, Community Development Director
CC: City Manager Brent Kirk
City Clerk Darla Reese
Date: October 6, 2022
Re: **WA Commerce GMA Application excerpt – Scope and Timeline**

The GMA Comprehensive Plan grant funding process requires a scope and timeline as part of the application submittal. I am sharing with you an excerpt of the application material addressing this scope and timeline. This information will be instrumental in the preparation of the 2022-2023 Planning Commission Work Plan, of which we will discuss at the November meeting.

This attached Scope and timeline represents the grant period of July 2022 to July 2024. Please note: there will be final actions to be taken after this grant period ends and, as such, are not included in the application per WA Commerce instructions. Those final actions include:

- Update of Land Use Regulations (Concurrency review of GFMC)
- Environmental Review of full process and proposed final draft Comp Plan
- PC Public Hearing, review, and recommendation process of final draft plan
- City Council Public Hearing, review and approval process of final draft plan
- Submittal of Plan to WA Commerce and PSRC

Section 4: Scope of Work

4.1 Current 2022 Scope of Work template

Instructions: Please list the Tasks and Deliverables that correspond to your work plan for this upcoming fiscal year 2022. Please note, this should only include 50% of your total grant award, for this fiscal year.

Please Note: The Commerce Periodic Update Checklist will be a required deliverable for all update grantees. You should include that as an early deliverable in your work plan and Scope of Work.

You may find links to the Commerce 2022 Periodic Update Checklists on our periodic update resources webpage:

<https://www.commerce.wa.gov/serving-communities/growth-management/periodic-update/>

Tasks / Actions / Deliverables	Description	End Date
Task 1	Review relevant plans and regulations to determine if there are any sections that need revision.	November 30, 2022
Action1.1	Review the comprehensive plan using the Commerce periodic update checklist.	October 31, 2022
Action 1.2	Review the development regulations, including the critical areas regulations using the Commerce periodic update checklist	November 30, 2022
Deliverable(s)	Completed Commerce periodic update checklists for comprehensive plan and development regulations.	November 30, 2022
Task 2	Existing Conditions Analysis	January 31, 2023
Action 2.1	Gather foundational understanding of existing conditions (current trends, policies, costs)	December 31, 2022

Action 2.2	Organize and format Land Use Analysis (Buildable Lands, Growth Targets)	December 31, 2022
Action 2.3	Gather population and housing data for Demographic and Housing Profile	January 31, 2023
Deliverable(s)	Existing Conditions Summary, Demographic and Housing Profile, Land Use Analysis Summary	January 31, 2023
Task 3	Develop list of proposed amendments	March 30, 2023
Action 3.1	Develop list of proposed amendments and updates	February 28, 2022
Action 3.2	Public input and comment on proposed amendments and updates.	March 30, 2023
Action 3.3	Convene Planning Commission and City Council for combined Workshop to review and provide feedback on proposed amendments and updates	March 30, 2023
Deliverable(s)	Updated City Vision, Public Participation Plan and list of proposed amendments and updates	March 30, 2023
Task 4	Develop unformatted draft content and proposed Goals and Policies for Land Use, Housing, and Transportation Elements.	June 30, 2023
Action 4.1	Develop unformatted draft content and Goals and Policies for Land Use Element chapter.	April 30, 2023
Action 4.2	Develop Draft unformatted draft content and Goals and Policies for Housing Element chapter.	May 30, 2023
Action 4.3	Develop Draft unformatted draft content and Goals and Policies for Transportation Element chapter.	May 30, 2023
Action 4.4	Public Outreach, Planning Commission and City Council review of draft Land Use, Housing, and Transportation Elements chapters	June 30, 2023
Deliverable(s)	Draft unformatted content and proposed Goals and Policies for Land Use, Housing, and Transportation Elements	June 30, 2023

4.2 Estimated 2023 Scope of Work template

Please list Tasks/Action and Deliverables that correspond your estimated Scope of Work for next year. Please note, this should only include the remaining 50% of your total grant award, for Year 2 or SFY 2023 (July 1, 2023 – June 30, 2024). We realize this estimate may be adjusted prior to your next grant agreement, next year, and it is currently intended to provide a proposed outline to assist with our grant planning.

Tasks / Actions / Deliverables	Description	End Date
Task 1	Formatting of Draft Plan	August 30, 2023
Action 1.1	Format Land Use, Housing and Transportation Element chapters and add supporting graphics	July 31, 2023
Action 1.2	Incorporate supporting Land Use, Transportation, Zoning, and Future Land Use maps into formatted chapters	August 30, 2023
Action 1.3	Structural Organization of Plan (include Table of Contents, Index)	August 30, 2023
Deliverable(s)	Draft Plan outline with formatted Land Use, Housing and Transportation Element chapters	August 30, 2023
Task 2	Develop draft Capital Facilities & Utilities and Essential Public Facilities Element chapters	November 30, 2023
Action 2.1	Develop draft Capital Facilities & Utilities Element chapter including Goals and Policies.	September 30, 2023
Action 2.2	Develop draft Essential Public Facilities Element chapter including Goals and Policies.	October 31, 2023
Action 2.3	Develop 6-Year Capital Improvement Plan	October 31, 2023
Action 2.4	Public Outreach, Planning Commission and City Council review of draft Capital Facilities & Utilities and Essential Public Facilities Elements chapters	November 30, 2023
Action 2.5	Develop and insert mapping and graphics into Capital Facilities & Utilities and Essential Public Facilities Element chapters	November 30, 2023
Deliverable(s)	Draft Capital Facilities & Utilities and Essential Public Facilities Element chapters	November 30, 2023

Task 3	Develop draft Natural Features and Parks, Recreation, Open Space and Trails Element chapters including Goals and Policies and update Critical Areas mapping, graphics and supporting information	April 30, 2024
Action 3.1	Develop draft Natural Features Element chapter including Goals and Policies along with supporting maps and graphics	January 31, 2024
Action 3.2	Develop draft Parks, Recreation, Open Space and Trails Element chapter including Goals and Policies along with supporting maps and graphics	February 29, 2024
Action 3.3	Revise and update Critical Area mapping, supporting data, and other information	March 30, 2024
Action 3.4	Public Outreach, Planning Commission and City Council review of draft	April 30, 2024
Deliverable(s)	Draft Capital Facilities & Utilities and Essential Public Facilities Element chapters including Goals and Policies.	April 30, 2024
Task 4	Develop draft Economic Development Element chapter including Goals and Policies	June 30, 2024
Action 4.1	Develop draft Economic Development Element chapters including Goals and Policies along with supporting maps and graphics	May 31, 2024
Action 4.2	Public Outreach, Planning Commission and City Council review of draft	June 30, 2024
Deliverable(s)	Draft Economic Development Element chapter	June 30, 2024

**Community Development List of Anticipated Work
and Issues**



Memo

To: Planning Commission
From: Eric Jensen, Community Development Director
CC: City Manager Brent Kirk
City Clerk Darla Reese
Date: October 6, 2022
Re: **Community Development List of work and Issues**

We presented this list of recognized Community Development related work tasks and potential issues to the City Council at the September 21st meeting. I will share the Council feedback and support for this list. Please review and be ready to share your own feedback and thoughts on what you feel are the preferred priorities of such work.

Community Development List of work and Issues

Short Term

Initiate new permitting software system
Update full Municipal Code for roles/responsibilities (Community Development Director)
Establish new Permit numbering system for Building Permits and Land Use actions
Land Use code update to add Land Use matrix table
Landscape regulatory update
Sign Code update for Reed V. Town of Gilbert & Austin v. Reagan National Advertising
Revise from “Zoning Commission”
Consider wet weather season (11/1 – 3/30)
Formalize Preapplication process (Development Review Committee)
Update Preapplication submittal form and process
Build permit application guidance tip sheets
Formalize Administrative Interpretation process
Remove 6th Planning Commission seat (open)
Create approved list of critical area consultants

Comprehensive Plan Periodic Update

Update for 2024 Comprehensive Plan element chapters
Housing Needs Assessment (State Mandate under HB1220)
Look at adding design standards into UDC for downtown/commercial zoning
CIP – estimates for infrastructure and parks
Design Review Board
Evaluate utilizing University planning students (support for special projects/analysis/data gathering)

Other Plans/analysis:

- Comprehensive Water System Plan – Under review – adoption anticipated in Fall 2022
- Comprehensive Wastewater Facilities Plan – Adopted in 2022.
- Biosolid Management Plan – 2019
- Comprehensive Stormwater Plan - SMAP in progress with G&O
- Shoreline Master Plan
- Natural Hazards Mitigation Plan – under review (includes Community Disaster Plan)

Long term

Implementation Strategies – WA Commerce funding

Consider Form Based design option for central downtown and adjacent commercial zoning –

Design Review Board?

Economic Development Study and economic drivers- Chamber

Urban Forestry Plan/Tree Inventory/ Canopy Assessment

Need for developing a PROS Plan

Park Committee

Seek grants for planning, capital infrastructure and parks capital improvements

Community Development Department growth – planners/interns/consultants

Post-Moratorium workload

City Clerk Reports

City Clerk Staff Report September 21, 2022

Business Licenses (Inside City):

Beames Aviation (Beames Enterprises LLC)

110 N. Alder Ave.
Granite Falls, WA 98252
Aviation consulting

Singh, Sukhjit

10309 Messner Ave.
Granite Falls, WA 98252
Trucking, out-of-state

Business Licenses (Outside City):

Rainier Auto Glass L.L.C.

16624-26th Ave. SE
Bothell, WA 98012
Building code and plan review services

F&F Exterior Solutions (Franklin and Favre Exterior Solutions L.L.C.)

11335 NE 122nd Way, Ste. 105
Kirkland, WA 98034-6933
Contracting, general business

Smart Water Experts (DRF Trusted Property Solutions SW, Inc.)

10242 Bode St.
Plainfield, IL 60585
Residential services

Guardian Security Systems, Inc.

1743-1st Ave. S.
Seattle, WA 98134-1403
Install, monitor, service, test & inspect fire alarms, security & access control systems

Beaver Heating & Air, LLC

11912-20th St. NE
Lake Stevens, WA 98258-9271
Heating, ventilation and A/C, HVAC

Building Permits Issued:

Grand Pacific Investments, LLC

201 N. Kentucky Ave.
New Single-Family Residence

Building Permit #2022-061

Shaelyn French

9619 Hawkins Ave.
Residential A/C Unit

Building Permit #2022-067

City Clerk Staff Report October 5, 2022

Business Licenses (Inside City):

Endless Time Design (Butler, Carroll Lynn)

101 Crooked Mile Rd.
Granite Falls, WA 98252
Artwork & handicraft

EJB Services (Barnes, Joshua James)

102 W. Pilchuck St., Unit A
Granite Falls, WA 98252
Handyman

Westwind Homes LLC

20314 Gun Club Rd.
Granite Falls, WA 98252
Construction, construction estimates, contractor

Welch Tree Service LLC

410 Saratoga St.
Granite Falls, WA 98252
Tree service, no stump removal

Business Licenses (Outside City):

Huaqiang Remodeling LLC

3227 SW 319th St., Spt. 53
Federal Way, WA 98023
Repair building

Serenity Junk Removal LLC

13514 Meadow Rd.
Everett, WA 98208
Garbage hauling, construction cleanup

M E D A N Finish Carpentry LLC

35441 Patriot Lane
Mt. Vernon, WA 98274
Interior mill work

TJR Inc.

10827-189th Ave. NE
Granite Falls, WA 98252
Handyman, roofing

-Continued-

H&S Roofing/Waterproofing LLC

814 S. Davies Rd.

Lake Stevens, WA 98258

Roofing, roofing inspection, water proofing-construction

Chasevac LLC

6510-62nd Dr. NE

Marysville, WA 98270

Heating, ventilation and air conditioning, HVAC

Building Permits Issued:

Sno. Co. FD #17

116 S. Granite Avenue

Commercial furnace and A/C Replacement

Building Permit #2022-068

City Clerk Staff Report October 19, 2022

Business Licenses (Inside City):

VonJentzen Productions, LLC

301 S. Bogart Ave.

Granite Falls, WA 98252

Woodworking, frames, video & photo production: primarily family photos, wedding photo/videography, senior photos & short promotional videos for non-profits

Strive For Good Life, LLC

1624 Anders St.

Granite Falls, WA 98252

General merchandise sales, clothing, apparel, business is completely online, mostly drop-shipped or digital goods

Three Rivers Salon (Boneham, Joshlynn Nevada)

10321 Mountain Loop Hwy.

Granite Falls, WA 98252

Haircutting

Business Licenses (Outside City):

Platinum Choice Plumbing, LLC

11335 NE 122nd Way, Ste. 105

Kirkland, WA 98034

Plumbing – install, repair

Building Permits Issued:

Punkadoo, LLC

225 A-F Penny Ave.

Commercial Fire Alarm System

Building Permit #2022-070

Kindra Young

110 W. Alpine St.

Residential Heat Pump

Building Permit #2022-072

Robin Thompson

10208 Messner Ave.

Residential A/C Unit and Forced Air Furnace

Building Permit #2022-073

City Clerk Staff Report November 2, 2022

Business Licenses (Inside City):

Lexxi's Little Rockstars (Young, Alexa Kaitlin)

402 Cascade Ave.

Granite Falls, WA 98252

Child care facility; not from home, travel to provide in-home child care

Business Licenses (Outside City):

Meece Construction, LLC

5207-6th Ave. NW

Tulalip, WA 98271

Excavation (land clearing, underground utilities), demolition (buildings and various structures), misc. services (remodels)

Procraft Industries (JLM Resources, Inc.)

6710-220th St. SW, #1

Mountlake Terrace, WA 98043

Retail sales and installation of fluorescent light lenses (residential doors & windows)

Dynamic Communication, PLLC

1629-93rd Dr. SE

Lake Stevens, WA 98258

Speech language pathologist

CM Heating (CM Air Pros, LLC)

1500 Industry St., Ste. 200

Everett, WA 98203

Heating, Ventilation and A/C, HVAC

HVAC (Arctic Heat LLC)

10508-95th St. NE

Lake Stevens, WA 98258

Heating, Ventilation and A/C, HVAC

Building Permits Issued:

Vince Burke

10715 Mt. Loop Hwy.

Residential Heat Pump

Building Permit #2022-074