

DIAL-IN CONTACT PHONE NUMBER: (US) +1(253) 215-8782/MEETING ID: 824 3314 6443

The Granite Falls Planning Commission will hold an in-person and online (hybrid) meeting in the Civic Center at 7:00 PM on December 13, 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/82433146443>. 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
DECEMBER 13, 2022
7:00 PM
MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. APPROVAL OF MINUTES:**
 - A. Approval of November 8, 2022 Minutes**
- 5. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON ACTION ITEMS**
(Public comments are encouraged both for items that are action items and non-action items on this Agenda. Individual comments will be limited to three minutes and group comments shall be limited to five minutes.)
- 6. NEW BUSINESS:**
 - A. Community Development Report to Planning Commission**
 - B. Review DRAFT Planning Commission Work Plan**
- 7. CURRENT BUSINESS:**
- 8. REPORTS:**
 - A. Reports**
 - B. Homework**
- 9. CORRESPONDENCE:**
- 10. ADJOURN:**

Notice-All Proceedings of this meeting are sound recorded.

Approval of November 8, 2022 Minutes



PLANNING COMMISSION

MEETING

NOVEMBER 8, 2022

7:00 PM

MINUTES

1. CALL TO ORDER (Via Zoom & In-Person)

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 – Absent
Commissioner Chris Marsh – Present

City Staff

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

4. APPROVAL OF MINUTES

A. Approval of September 13, 2022 Minutes

Commissioner Marsh moved to approve the Minutes of September 13, 2022. Commissioner Morrison 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. Review of Recent Community Development Activity

Community Development Director Jensen gave a summary to the Planning Commission of some recent activity within our group. Details included:

- Presented a proposal to the Planning Commission to develop an annual Planning Commission Work Plan.
 - A draft plan will be put together for the Planning Commission's review at the December meeting.
 - At this meeting it will be reviewed, discussed and revised so in January, we can present a proposed work plan through January 2023-2024.
- Developed and presented to Council a list of identified Planning activities to prioritize and implement.
 - This item is on tonight's Agenda
- Review of potential on-street food truck code regulations. *Tentatively set soon for City Council workshop discussion (and they may go to Planning Commission review/recommendation).*
 - Bugged down in the priority list due to Mayor out on vacation and budget timing.
 - Will be discussed with the Planning Commission. Would like to come up with a proposal for the Council to consider.
 - Will talk to the City Manager to see if this can be added to the Planning Commission's December Agenda.
 - Preliminary research has been completed already
 - Good examples from other cities requested by Planning Commission
- Completed the State-mandated GMA Grant application for funding disbursement for 2024 Comprehensive Plan periodic update.
 - This item is on tonight's Agenda.
- Met with selected vendor for new permitting software program
 - Working with Darla on this process – currently working through it and getting closer
- Put together promotional material and shared at Railroad Days for encouraging public outreach during 2024 Comprehensive Plan Periodic update
 - 2 interested citizens wanting to be involved – talk about how to use their participation in the process
- Received submitted project applications:
 - **805 W. Stanley St./LU2022-02**
Proposal is for a convenience store with fuel dispensers.

Community Development Director Jensen gave a project update on the project review.

- **407 Jordan Road – McDaniel’s Do It Center**
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.

Community Development Director Jensen gave an update on the project review.

B. WA Commerce GMA Application Excerpt – Scope and Timeline

Community Development Director Jensen reviewed the Scope of Work for the two grant periods. July 1, 2022 through July 1, 2023 and July 1, 2023 through June 30, 2024.

Changes:

Action 3.1 – date should be revised to show February 28, 2023

Community Development Director Jensen gave an overall update on the scope of work template and answered Planning Commission questions.

Commissioner Cruger to help update history language “aspect of cultural town and people.”

C. Community Development List of Anticipated Work and Issues

Community Development Director Jensen reviewed the list of work and issues with the Planning Commission.

Short Term

- Initiate new permitting software system

Working with Darla and Brent to implement this. Hoping to have something up and running by January 2023. This will not impact the Planning Commission but is something to be aware of.

- Update full Municipal Code for roles/responsibilities (Community Development Director)

“Designated Official” – have the City Manager double check the Designated Official and see in that instance who it would be?

- Establish new Permit numbering system for Building Permits and Land Use actions

Administrative function to come up with better acronyms and a better system for the overall permit system.

- Land use code update to add Land Use matrix table

Current code talks about “Primary Uses” and “Secondary Uses” in each zone. This will change to a table with all types of land use activity. The table will change to “Permitted”, “Conditional” and “Prohibited” so it is very clear if the use will be allowed in the zone. This will make it a lot easier to understand.

- Landscape regulatory update

Discussion on flushing out the landscaping standards a little more. Looking at changing to a more architectural site plan review. We would not look at tackling this until 2023 (lower priority).

- Sign Code update for Reed V. Town of Gilbert & Austin V. Reagan National Advertising

Need to update the sign code to reflect these rulings.

- Revise from “Zoning Commission”

No discussion.

- Consider wet weather season (11/1-3/30)

Should we consider and codify? Planning Department to talk with the Public Works Department on this issue.

- Formalize Preapplication process (Development Review Committee)

Development Review Committee/Technical Review Committee consists of: principal planner, Public Works representative, any utility representative, fire, police, City management, and engineering. Does not have to be placed in the Municipal Code. Can be a review process we re-institute.

- Update Preapplication submittal form and process

No discussion.

- Build permit application guidance tip sheets

We do already have these online on our City website.

- Formalize Administrative Interpretation process

Currently reviewing code to see what the administrative interpretation process and what the new code updates say about this.

- Remove 6th Planning Commission seat (open)

Apparently, there is a 6th seat that just remains open. Have the City Attorney prepare an ordinance to clean this up.

- Create an approved list of critical area consultants

Currently, there is no list in place of consultants for the City to do third-party reviews for critical areas.

Comprehensive Plan Periodic Update

- Evaluate utilizing University planning students (support for projects/analysis/data gathering)

Special projects: connect with the University of Washington or Western Washington's planning program.

Planning Commission Discussion -

- Design Review Board examples of cities who have done it well and made it work
 - Colors, materials and break up of modulations

Comprehensive Plan Periodic Update (continued)

- Implementation Strategies – WA Commerce funding

Can look to the State for funding sources in order to implement the new items in our Comprehensive Plan. Book, training, schooling and other resource materials to share (examples).

- Economic Development Study and economic drivers – Chamber

Is upcoming but would require good economic support group.

- Urban Forestry Plan/Tree Inventory/Canopy Assessment

Upcoming in January or February is the Annual Department of Natural Resources grant funding to help cities try and figure out what they want to do with their community trees (trees located in parks, right-of-way, downtown sidewalks). Need native tree planting lists and guidelines for development regulations. Have a tree inventory done of all trees the City owns.

- Need to develop a Parks and Recreation Open Space Plan

Grant funding opportunity with the State (one page) – due next week. Planning Department will apply for the grant. This can help us flush out the Parks Element in the Comprehensive Plan.

- Park Committee

Could reinstitute a Parks Commission if funding received for the PROS grant.

- Seek grants for planning, capital infrastructure and parks capital improvements

Ongoing – will keep an eye out for grant opportunities.

- Community Development Department growth – planners/interns/consultants

Planning to look at this in terms of a “succession plan” and finding some good up and coming staff to be part of a growing city down the road.

- Post-Moratorium workload

How to prioritize the long-range and current planning work.

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:

Commissioner Morrison passed along the good things he has heard about the Granite Falls Passport Office from people who came in for their passport service needs.

Commissioner Cruger agreed and mentioned what a good thing it was that the City of Lake Stevens decided not to pursue their passport office. He also stressed you can't help but feeling good to see the lamp posts outside lit up and the lights on inside of the building, when you think of what has happened over the last few years in the City.

10. ADJOURNMENT:

Commissioner Cruger adjourned the meeting.

**Community Development Report to Planning
Commission**



Memo

To: Planning Commission
From: Eric Jensen, Community Development Director
CC: City Manager Brent Kirk
City Clerk Darla Reese
Date: December 9, 2022
Re: **Community Development Report to Planning Commission**

Here is a summary of recent activity in Community Development:

- Completed a comparison analysis of land use fees for nearby jurisdictions and included a set of recommendations for revising City of Granite Falls Land Use fees.
- Finalized permitting software program content and process with Darla and Software vendor.
- Continuing the completion of WA Commerce 45-page Periodic Review Checklist report.
- SEPA process is now complete for WWTP - no new comments or appeals were submitted.
- Completed proposed land use matrix table to create *Permitted-Conditional-Prohibited* land use codes to replace *Primary-Secondary* use allowance format.

Review DRAFT Planning Commission Work Plan

DRAFT

**City of Granite Falls
Planning Commission
2023-2024 Work Plan**

Item	Description	Calendar	Experts/consultants needed	Deliverable	Timing
Section 1: Statewide Policy – Comprehensive Plan Periodic Update					
The Commission is responsible for recommendations to City Council on drafted policies and regulations relating to State law requiring the Commission to perform, such as the Growth Management Act.					
1.1 Comprehensive Plan Goals and Policies	A broad review of the last update to determine if goals, policies, and vision reflect current climate and community values.	Early 2023	No	A list of goals and policies that should remain or be amended. Coordinate City Council with Planning Commission on next steps, including community engagement.	Periodic update is due at the end of 2024. Start date February-March 2023 to accommodate time for community engagement. Goal: Council/Planning Commission workshop in March 2023
1.2 Land Use Element	A review of the drafted land use element for the 2024 Comprehensive Plan Update	Anticipated start date of early-mid 2023 for the December 2024 deadline.	No	Initial feedback on element goals and policies.	Start date is April-May 2023 with Commission approval of the element by 3 rd Quarter 2023.
1.3 Housing Element	A review of the drafted housing element for the 2024 Comprehensive Plan Update	Anticipated start date of mid-2023 for the December 2024 deadline.	No	Initial feedback on element goals and policies.	Start date is May-June 2023 with Commission approval of the element by 3 rd Quarter 2023.
1.4 Transportation Element	A review of the drafted transportation element for the 2024 Comprehensive Plan Update.	Anticipated start date of mid-2023 for the December 2024 deadline.	Yes (Kimley Horn)	Initial feedback on element goals and policies.	Start date is May 2023 with Commission approval of the element by late 2023.
1.5 Capital Facilities Element	A review of the drafted capital facilities element for the 2024 Comprehensive Plan Update.	Anticipated start date of later 2023 for the December 2024 deadline.	No	Initial feedback on element goals and policies.	Start date is September-October 2023 with Commission approval of the element by end of 2023.
1.7 Utilities Element	A review of the drafted utilities element for the 2024 Comprehensive Plan Update.	Anticipated start date of later 2023 for the December 2024 deadline.	No	Initial feedback on element goals and policies.	Start date is September-October 2023 with Commission approval of the element by beginning of 2024.

DRAFT

1.8 Essential Public Facilities Element	A review of the drafted Essential Public Facilities element for the 2024 Comprehensive Plan Update	Anticipated start date of later 2023 for the December 2024 deadline.	No	Initial feedback on element goals and policies.	Start date is September-October 2023 with Commission approval of the element by end of 2023.
1.9 Natural Features Element	A review of the drafted natural features element for the 2024 Comprehensive Plan Update.	Anticipated start date of beginning of 2024 for the December 2024 deadline.	No	Initial feedback on element goals and policies.	Start date is January 2024 with Commission approval of the element by mid-2024.
1.10 Parks, Recreation, Open Space and Trails Element	A review of the drafted parks, recreation, open space, and trails element for the 2024 Comprehensive Plan Update.	Anticipated start date of early 2024 for the December 2024 deadline.	No	Initial feedback on element goals and policies.	Start date is February 2024 with Commission approval of the element by later 2024.
Section 2: Municipal Policy					
The Commission is responsible for recommendations to City Council on drafted policies and regulations relating to the Municipal Code requiring the Commission to perform, such as Zoning Code amendments					
2.1 Housekeeping Title 19 UDR code updates	Review changes proposed to the unified Development Regulations (Land Use table, fees, etc.).	Various	No	Proposed statutory language	Various
2.2 On Street Food Trucks	Review of Temporary Permit process for consideration of amendment.	Anticipated start date of beginning of 2023	No	Recommendation on application to City Council.	TBD 2023-2024
2.3 Landscape and architectural design standards	Review of potential updates to UDR for amendment to Landscape standards and new architectural design standards.	Anticipated start date of late 2023 – Beginning 2024	No	Recommendation on application to City Council.	TBD 2023-2024
2.4 Sign Code standards	Review of potential updates to UDR for amendment to sign code standards to comply with, and meet, new judicial rulings and architectural design intents.	Anticipated start date of late 2023 – Beginning 2024	No	Recommendation on application to City Council.	TBD 2023-2024
2.4 Zoning Map	Review changes proposed to the Zoning Map.	Anticipated start date of beginning of 2024 for the 2024 deadline.	Yes – G & O(?)	Initial feedback and recommendation to Council.	Start date is January 2024 with Commission approval of the map changes by mid-2024.
2.5 Zoning Code Amendments – private applications	Review of private and public proposals to amend the Zoning Code.	Anticipated start date of beginning of 2024 for the 2024 deadline.	No	Initial feedback and recommendation to Council.	Start date is January 2024 with Commission approval of the amendments by mid-2024.

DRAFT

Current Working Tasks					
Item	Description	Requests to Staff	Experts/consultants needed	Deliverable	Timing/Budget Notes
Section 3: Land Use Actions					
The Commission is responsible for reviewing land use applications and forwarding a recommendation to the City Council.					
TBD					

Subsequent Tasks					
Item	Description	Requests to Staff	Experts/consultants needed	Deliverable	Timing/Budget Notes
Section 4: Informational Briefings					
Informational briefings are necessary to provide effective input on policy and programming. The following presentations should be anticipated to improve the commission's ability to make effective, knowledgeable decisions.					
TBD					

Section 5: Administrative Activities					
In addition to providing input on policy and program implementation, the Commission aims to be a well-informed and effective advisory body. The following activities are intended to improve commission functionality and ensure each member has the knowledge necessary to fulfill the role.					
4.1 Election of Chair, Vice Chair	Annual process to elect officers of Commission	Prepare a draft work plan by December meeting.	No	Planning Commission Work Plan	Drafted work plan shall be reviewed at December 2022 meeting for final review and adoption by January 2023.
5-3 Organizational Retreat ??	Annual Event to improve commissioner relationships, evaluate procedures, and share information on work plan topics.	N/A	No	Teambuilding	TBD

Reports

City Clerk Staff Report November 16, 2022

Business Licenses (Inside City):

Sunset Ridge Company (Light Felicia)
205 E, Stanley St. #1079
Granite Falls, WA 98252
Farming, transportation, agriculture

Inner Wilde Child LLC
404 W. Wallace St.
Granite Falls, WA 98252
Holistic consulting

Business Licenses (Outside City):

Che'lu Coffee Company LLC
5611 Pilchuck Tree Farm Rd.
Snohomish, WA 98290
Food truck, coffee shop

Sodo Plumbing and Mechanical (Sodo Mechanical LLC)
3201-1st Ave. S.
Seattle, WA 98134
Plumbing – install, repair, plumbing fixtures, parts and supplies, heating, ventilation and A/C, HVAC

Snohomish Restoration Services
1727 E. Marine View Dr.
Everett, WA 98201
Fire/water damage clean up & related restoration services. General home office cleaning services, flooring sales & installation

Building Permits Issued:

Phillip Saunsaucie
17601 Quartz St.
Residential Patio Cover

Building Permit #2022-075

Saberwilde Hill
404 W. Wallace St.
Residential Forced Air Furnace & Heat Pump

Building Permit #2022-076

City Clerk Staff Report December 7, 2022

Business Licenses (Inside City):

Kristina Saunsaucie

17601 Quartz St.
Granite Falls, WA 98252
Clothing, apparel consultant

October Page (Luark, Shaylin J)

715 Leola Lane, Unit A
Granite Falls, WA 98252
Houseware – retail, general

Business Licenses (Outside City):

Bedrock Construction Services, LLC

17515-56th St. NE
Snohomish, WA 98290
Building repair, construction

Sysco Food Service of Seattle (Sysco Seattle, Inc.)

22820-54th Ave. S.
Kent, WA 98032
Wholesale food distribution

Copperworks Plumbing LLC

5714 Parkview Lane
Everett, WA 98203
Plumbing service contractor. Repairs and installation of all things plumbing

Type Ideas Solutions LLC

1116-104th Dr. SE
Lake Stevens, WA 98258
Landscaping

Granite Transformations (Varner Enterprises, LLC)

11524-Mukilteo Speedway #101
Mukilteo, WA 98275
Fabrication and installation of composite granite countertops, vanities, etc.

Full Circle Cleaning & Restoration Services, LLC

5037-83rd Ave. NE
Marysville, WA 98270
Carpet cleaner, janitorial, house cleaning

Building Permits Issued:

Bradley Camin
10104 Skyline Ave.
Residential patio cover

Building Permit #2022-077

Billie Quiring
602 W. Stanley St.
(2) Commercial Heat Pumps

Building Permit #2022-078

FOE Eagles Club #3358
402 N. Granite Ave.
Repair to damaged restrooms with new tile and sink fixtures in women's restroom

Building Permit #2022-079

Scott Pawlak
10410 Tailspar Ave.
Residential patio cover

Building Permit #2022-080

Nicolas Krapf
301 Vista Ct.
Residential forced air furnace

Building Permit #2022-082

Jason Jorgensen
9516 Hawkins Ave.
Residential A/C unit

Building Permit #2022-083

Peter Doucette
504 Manor Way
Residential forced air furnace

Building Permit #2022-084

Richard Bosse
505 Hemlock Ave.
Residential Hot Water Tank

Building Permit #2022-085