



WHATCOM COUNTY

WASHINGTON

Planning & Development
Services
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MEMORANDUM

TO: Satpal Sidhu, County Executive
FROM: Mark Personius, PDS Director
RE: Amy Keenan, AICP Special Projects Manager
DATE: **March 14, 2025**

Requested Action

Planning and Development Services (PDS) requests the County Executive enter into a contract between Community Attributes Inc (CAI) and Whatcom County for the sum of \$150,000, for the purpose of updating the feasibility study for the possibility of incorporating the Birch Bay Urban Growth Area.

Background and Purpose

The consultant will update the Birch Bay Incorporation Feasibility Study Final Report, March 2008 prepared by Berk and Associates, and identify potential expenses, potential time lines and benefits and drawbacks of incorporation.

The update will include analysis of the key assumptions regarding:

- The framework and process of incorporation,
- Birch Bay area baseline population, assessed value of property and special purpose districts,
- Operating revenues and expenses,
- Capital improvements,
- Projected start-up financing, and
- Comparative demographic and market assessment.

Funding Amount and Source

The proposed contract with CAI is \$150,000. Budget authority for this was authorized in 2024, however, the contract was not completed and the budget has since lapsed. A supplemental budget request has been submitted concurrently with this contract for approval by Council.

Please contact Amy Keenan at extension 5943, if you have any questions or concerns regarding the terms of this agreement,

Enclosures: Contract Information Sheet and Contract