



MEMORANDUM

TO: Whatcom County Council

FROM: Cathy Halka, AICP, Legislative Analyst

RE: Discussion on new process for Road Vacations and Franchises

DATE: March 9, 2021

The internal County staff process for Road Vacations and Franchises has not been reviewed in quite some time. Road Vacation application processing was last updated in 1994, and Franchise application processing was last reviewed in 2008. Council Office staff would like to discuss with you the opportunity to streamline the internal staff processing for Road Vacations and Franchises.

New Roles:

Public Works staff would take on primary role of receiving, tracking, and processing applications. In addition, Public Works staff would be the main and only point of contact for applicants, which would provide better customer service.

Council Office staff would take on the primary role of processing agenda item requests, obtaining Council Chair signatures, recording documents, and processing public notices.

Council Review

The processing of these applications will not change the schedule by which Council hears and receives information about these applications. Road Vacations will still include a Council agenda item requesting direction to move forward on an Engineer's report prior to bringing forward a resolution. Franchises will still be brought forward as an ordinance for introduction and public hearing.

Code Update:

Changes to the current internal processing require minor Whatcom County code changes, but would still follow state RCW requirements.

Please feel free to contact me at ext. 5019 if you have any questions or concerns.