

EXHIBIT "A"

(SCOPE OF WORK)

Whatcom County is one of seven counties in western Washington subject to the Growth Management Act's Review and Evaluation (Buildable Lands) Program. The State Legislature allocated funds to Whatcom County to begin this work, and the County is subcontracting with the cities to conduct Buildable Lands analysis inside their respective city limits and engage in related tasks. This subcontract covers work to be conducted in State Fiscal Years 2020 and 2021 (July 1, 2019 to June 30, 2021).

TASKS , ACTIONS, & DELIVERABLES	DESCRIPTION	END DATE
Task 1	Public Participation – Work with the County and other cities to develop and implement a public participation approach for the Review and Evaluation Program	June 30, 2021
Action(s)	<ol style="list-style-type: none"> 1. Participate in developing a coordinated County/City public participation approach for the Review and Evaluation Program, consistent with Whatcom County's Public Participation Plan. 2. The public participation approach will include a proposed schedule of County and City public participation activities. 	
Deliverable(s)	<ol style="list-style-type: none"> 1. Any written comments on the draft document outlining the coordinated County/City public participation approach. 	
Task 2	City/County Coordination - County/City collaboration to develop a unified Review and Evaluation Program approach	June 30, 2021
Action(s)	<ol style="list-style-type: none"> 1. County/City collaboration, including City/County Planners' Group meetings, to develop a unified approach to buildable land requirements. 2. GIS coordination. 3. Work with the County and other cities to finalize methods to resolve disputes among jurisdictions. 	
Deliverable(s)	<p>N/A</p> <p>County will issue meeting agendas and maintain final dispute resolution methods document.</p>	

TASKS , ACTIONS, & DELIVERABLES	DESCRIPTION	END DATE
Task 3	Countywide Planning Policies – Work with the County and other cities to develop, adopt, and ratify County-wide Planning Policies (CWPPs) to establish the buildable lands program	June 30, 2021
Action(s)	<ol style="list-style-type: none"> 1. City approval of interlocal agreement to establish interim procedures for amending the CWPPs. 2. County/City collaboration, including City/County Planners’ Group meetings, to develop proposed CWPPs. 3. Participate in County Council review and adoption of CWPPs, if necessary. 4. City ratification of CWPPs. 	
Deliverable(s)	<ol style="list-style-type: none"> 1. Interlocal agreement signed by the City. 2. Documentation of City ratification of the CWPPs establishing the buildable lands program. 	
Task 4	Data Collection and Analysis - Collect annual data to the extent necessary to assess achieved development densities and land suitable for development and conduct preliminary analysis of data	June 30, 2021
Action(s)	<ol style="list-style-type: none"> 1. County/City coordination 2. Collection of residential development data, including building permits and residential subdivisions. 3. Collection of commercial and industrial development data, including building permits. 4. Collection of land use data. 5. Work with the County and other cities on continued development and utilization of the data reporting and evaluation tool, including preliminary analysis of the data collected. 	
Deliverable(s)	<ol style="list-style-type: none"> 1. Completed data reporting tool, with all applicable data collected by the City inserted into the reporting tool. 	

TASKS , ACTIONS, & DELIVERABLES	DESCRIPTION	END DATE
Task 5	Methodology – Work with the County and other Cities to continue to develop and finalize the Whatcom County Review and Evaluation (Buildable Lands) Program Methodology	June 30, 2021
Action(s)	<ol style="list-style-type: none"> 1. Review the updated State Buildable Lands Guidelines, as necessary. 2. Review Whatcom County Land Capacity Analysis (LCA) Methodology (2015) and consider whether the LCA Methodology should be combined with the Review and Evaluation Program Methodology. The review and evaluation (buildable lands) analysis and the land capacity analysis will be two separate reports issued at different times. Given this approach, review and provide input relating to whether a single methodology and spreadsheet format can be used for both the review and evaluation (buildable lands) analysis and land capacity analysis, recognizing that the planning periods and some inputs into the spreadsheets will be different for these two separate reports. 3. County/City collaboration, including City/County Planners’ Group meetings, to develop a Review and Evaluation Program (Buildable Lands) Methodology. 4. In conjunction with the County and other cities, consult with key stakeholders, as appropriate. 5. Develop market factors for the City and its associated urban growth area. 	
Deliverable(s)	<ol style="list-style-type: none"> 1. Any written comments on the Review and Evaluation (Buildable Lands) Program Methodology 2. City market factors 	

TASKS , ACTIONS, & DELIVERABLES	DESCRIPTION	END DATE
Task 6	Review and Evaluation Program Report	June 30, 2021
Action(s)	<p>Work with the County and other cities to develop and finalize the Review and Evaluation Program Report with all elements required by RCW 36.70A.215.</p> <p>(a) Determine whether there is sufficient suitable land in the UGA to accommodate the population projection established in the existing Whatcom County Comprehensive Plan and city comprehensive plan.</p> <p>(b) The evaluation and identification of land suitable for development and redevelopment will include:</p> <ul style="list-style-type: none"> • A review and evaluation of the land use designations and zoning/development regulations; environmental regulations (such as tree retention, stormwater, or critical area regulations) impacting development; and other regulations that could prevent planned densities from being achieved; and infrastructure gaps (including but not limited to transportation, water, sewer, and stormwater). • Use of reasonable market factors when evaluating land suitable to accommodate new development or redevelopment of land for residential, commercial, and industrial development. <p>(c) Provide an analysis of county and/or city development assumptions, targets, and objectives contained in the county and city comprehensive plans when growth targets and assumptions are not being achieved.</p> <p>(d) Determine the actual density of housing that has been constructed and the actual amount of land developed for commercial and industrial uses within the urban growth area since the adoption of a comprehensive plan.</p> <p>(e) Compare achieved densities to growth assumptions and targets contained in the County and City comprehensive plans to determine if planned densities are being achieved. Determine whether actual development patterns are consistent with growth and development targets and assumptions.</p> <p>(e) Based on the actual density of development, review commercial, industrial, and housing needs by type and density range to determine the amount of land needed in the UGA for commercial, industrial, and housing for the remaining portion of the twenty-year planning period used in the most recently adopted comprehensive plan.</p> <p>(f) Identify reasonable measures that the City may consider, if necessary, during the next comprehensive plan and development regulation update to comply with the Review and Evaluation Program requirements of the Growth Management Act (RCW 36.70A.215).</p>	

TASKS , ACTIONS, & DELIVERABLES	DESCRIPTION	END DATE
Deliverable(s)	1. Final Review and Evaluation Program Report required by RCW 36.70A.215, jointly issued by the County and cities.	
Task 7	Preliminary Draft Housing Element Revisions	June 30, 2021
Action(s)	<ol style="list-style-type: none"> 1. Review "Housing Memorandum: Issues Affecting Housing Availability and Affordability" (State Department of Commerce, June 2019). 2. Review the housing element in the City comprehensive plan. 3. Work with the consultant to formulate preliminary draft revisions to the housing element, if needed, considering the Review and Evaluation Program Report and any reasonable measures identified in accordance with RCW 36.70A.070(2). 	
Deliverable(s)	1. Preliminary draft revisions, if needed, to the housing element of the City comprehensive plan.	
Task 8	On-Going Implementation	June 30, 2021
Action(s)	1. Work with the consultant to develop procedures and estimate resources needed for on-going implementation of the Review and Evaluation Program, including a user manual, projected staffing resources, and any software/equipment needs.	
Deliverable(s)	1. User manual for the Review and Evaluation Program	
Task 9	<p>Project Management</p> <ol style="list-style-type: none"> 1. Quarterly invoices and, if required, status reports. Invoices shall include attached documentation showing the amount expended on each task in the billing period. 2. Develop/administer contract with the County. 	<p>October 10, 2019 January 10, 2020 April 10, 2020 July 10, 2020 October 10, 2020 January 10, 2021 April 10, 2021 July 10, 2021</p> <p>Ongoing</p>

EXHIBIT "B"
(COMPENSATION)

The County will reimburse City of Lynden expenditures on wages (based on employee's actual hourly rate plus benefits) and contracted services (based on contractor invoices) for the tasks shown above.

The total reimbursement amount shall not exceed \$36,432.69 subject to the following provisions below:

- a. City reimbursable expenditures between July 1, 2019 and June 30, 2020 shall not exceed 50% of the total reimbursement amount unless approved in writing by Whatcom County Planning and Development Services.
- b. City reimbursable expenditures between July 1, 2020 and June 30, 2021 shall not exceed 50% of the total reimbursement amount unless approved in writing by Whatcom County Planning and Development Services.