



# Waterfront Futures

Project Sponsors

City of Bellingham Port of Bellingham

1801 Harbor Center Building

Bellingham, WA 98225

360-676-2500

April 30, 2003

Bellingham City Council Members and Port of Bellingham Commissioners,

Development of the waterfront along Bellingham Bay since the early 1900's has had a profound effect on the character of our community. Our spectacular and ever-changing waterfront will similarly transform our community in the 21<sup>st</sup> century.

Waterfront Futures Group members and I recommend the enclosed Waterfront Futures Scope of Work to guide the waterfront visioning and master planning process for the foreseeable future. At your joint meeting on Monday, May 5 Art Anderson (Chair) and Lydia Bennett (Vice-Chair) will present the recommended scope of work, budget allocation and timeline. Other Waterfront Futures Group members and I will also be there to assist.

Since January 24 when the Waterfront Futures Group held its first meeting, members have been action-oriented and budget-conscious. They are keenly aware of the significance you and the broader public attach to this key community asset. They have consulted with the public and some of the key stakeholders and become more familiar with the waterfront through on the ground tours and review of background materials. From this they developed their Mission, Working Principles and Scope of Work to serve to guide the waterfront visioning and master planning process over the next 12 months.

On behalf of the Waterfront Futures Group Executive Committee, I recommend your consideration and adoption of the Waterfront Futures Scope of Work, including its budget and timeline.

Respectfully submitted,

Patricia R. Decker  
Waterfront Futures Project Director

C: Mark Asmundson, Mayor of Bellingham  
Jim Darling, Port Executive Director



# Scope of Work

## Waterfront Futures Group Mission

*The Waterfront Futures Group will lead a cooperative process that takes a fresh look at our waterfront and recognizes the diverse perspectives of our community. Our mission is to create a compelling vision for current and future generations and identify the steps to get us there.*

## Guides the Scope of our Work

### *Lead a cooperative process & recognize diverse perspectives*

Scope of Work includes:

- Working Principles
- Work Groups, WFG and volunteers
- Four Phase Timeline
- Public Process Components throughout

### *Take a fresh look*

Scope of Work includes:

- Guest Forums
- Successful Waterfront Projects Elsewhere
- Experts and Consultants
- Local Conditions
- Opportunities

### *Create a compelling vision for current and future generations*

Scope of Work includes:

- Broadly Supported Objectives
- Objectives Applied to Local Conditions
- Focus Areas for Action
- Desired Outcomes
- Vision and Master Plan

### *Identify the steps to get us there*

Scope of Work includes:

- Specific Initiatives and Actions
- Ways and Means
- Obstacles and Opportunities
- Action Plan

## **Phase 1: Launching the Project**

### **January 2003 – May 2003**

#### ➤ **Launch the Project:**

- Waterfront Futures Group and Project Director appointed
- Office established and administrative staff hired
- Waterfront Futures Group convened and met nine times
- Background information assembled for the group to review
- Public information systems set up:
  - Notebooks
  - Website
  - Mailing List
  - Public notice and media announcements
- WFG March Progress Report submitted to Port Commission and City Council

#### ➤ **Public Involvement and Information Gathering:**

- Two public scoping sessions held with 180 in total attendance
- Over 300 scoping comments collected
- Thirty-seven “white papers” received
- Two waterfront tours taken by WFG
- Sixteen planning documents and existing plans reviewed
- Public Involvement Process including:
  - Announcements for all regular WFG meetings, retreats, and scoping sessions
  - Commitment to open public meetings
  - Information sharing through a variety of sources: notebooks, mail, website, media

#### ➤ **Products:**

- Developed Waterfront Futures Group Mission and Working Principles
- Brainstormed components for the Scope of Work
- Recommended Scope of Work including budget and timeline

#### ➤ **Looking Ahead:**

- Established three work groups to work concurrently:
  - Jobs and Economy
  - Natural Systems and Environment
  - Use, Character and Design

## **Phase 2: Education, Analysis, and Focused Work Groups**

### **May 2003 – September 2003**

- **Three Work Groups meet separately and concurrently to focus on:**
  - Jobs and the Economy
  - Natural Systems and the Environment
  - Uses, Character and Design
  
- **Public Involvement:**
  - Guest Forums video-taped, aired on Channel 10
  - Share information through notebooks, web-site, written comments, media
  - Community participants on WFG Work Groups
  - Use of community-based charrettes
  
- **Information Gathering and Analysis:**
  - Examine other waterfront plans and approaches - regional, national and international
  - Conduct Guest Forums with local, regional and national speakers
  - Hire consultants to focus on specific areas of inquiry
  - Announce and solicit public review of preliminary draft
  - Full WFG meets to review, analyze, and comment on information
  
- **Products and Timelines:**
  - Work Groups provide two reports to full WFG - July 11 and September 5
  - Produce for each area of inquiry a:
    - Draft Key Assumptions and Findings
    - Preliminary Draft of Desired Outcomes
    - Revised list of Desired Outcomes
  - Identify overlap, potential conflicts, areas for further research
  - Produce second draft of Key Assumptions, Findings and Desired Outcomes
  - Report Initial Findings to City Council, Port Commission, and public

## **Phase 3: Applying What We've Learned**

### **September 2003 to January 2004**

- **Apply learning from Phases 1 and 2 in relation to local conditions and trends:**
  - Jobs and Economic Activity
  - Development Activity, Land Use and Ownership Patterns
  - Recreation and Tourism
  
- **Incorporate area-specific information regarding:**
  - Environmental qualities and conditions
  - Significant land/water relationships i.e. topography, geology, land fills
  - Infrastructure systems including transportation, energy, communications and technology, storm-water, sewer and solid waste
  - Hire consultants to focus on specific areas of inquiry
  
- **Begin tying Desired Outcomes to specific sites concerning:**
  - Job creation, training and education
  - Public access, recreational use and enjoyment
  - Environmental conditions and habitat
  
- **Identify and describe the distinct character and potential of sub areas in terms of:**
  - Site and building conditions
  - Potential for land assembly and reuse
  - Places and ways to convey our history and cultural heritage
  - Environmental assets and unique features
  - Existing connections between sub areas
  - Needed infrastructure additions or improvements
  - Hire consultants to focus on specific areas of inquiry
  
- **Identify connections between waterfront areas and other parts of the community:**
  - Transportation linkages between downtown and the waterfront
  - View corridors to and from the waterfront
  - Community access to waterfront
  
- **Public Involvement and Application to Bellingham:**
  - Consult with key waterfront area stakeholder and user groups such as:
    - land, building, and business owners
    - employee groups
    - boat owners
    - residents
    - environmental groups
    - community groups
  - Continue relevant information, education and involvement methods from earlier phases
  - Plan community events soliciting ideas for defining sub areas and generating alternatives
  
- **Products**
  - Create a newsprint version: Framework for Waterfront Vision and Master Plan

## **Phase 4: Creating a Plan that works for Bellingham January 2004 to May 2004**

- Draft a Vision including illustrations for the waterfront area and its relationship to the broader community
- Use consultants to interpret, combine and graphically portray work from Phases 1 - 3
- Fill in the Vision and Master Plan Framework from Phase 3 with specifics tied to both land and water
- Draft Master Plan that reflects the Vision and includes:
  - Introduction and Overview
  - Organizing Principles - Economy, Environment & Community Building
  - Design Principles
  - Community and Waterfront Findings
  - Waterfront History
  - Sub area Character and Uses
  - Land and Water Use Recommendations
  - Infrastructure Recommendations
  - Implementation - Ways, Means and Obstacles tied to Specific Initiatives
- Public Involvement
  - Public involvement component to be developed
- Products
  - Recommended Draft: Waterfront Visions, Master Plan and How We Get There

**Plan production, distribution, formal public review and adoption  
Starting June 2004...**

# Waterfront Futures Timeline and Budget

|                                       |   |
|---------------------------------------|---|
| <b>PHASE 1</b>                        |   |
|                                       | <b>January 2003 - May 2003</b>          |
| <b>Launching the Project</b>          | <b>\$27,666 (5.5%)</b>                  |
| <b>PHASE 2</b>                        |   |
|                                       | <b>May 2003 - September 2003</b>        |
| <b>Education and Analysis</b>         | <b>\$123,875 (25%)</b>                  |
| <b>PHASE 3</b>                        |   |
|                                       | <b>September 2003 – January 2004</b>    |
| <b>Applying it to Bellingham</b>      | <b>\$123,875 (25%)</b>                  |
| <b>PHASE 4</b>                        |   |
|                                       | <b>January 2004 - May 2004</b>          |
| <b>Creating the Plan</b>              | <b>\$166,200 (33%)</b>                  |
|                                       |   |
| <b>Plan Review<br/>and Production</b> | <b>June 2004 +<br/>\$58,384 (11.5%)</b> |

# Waterfront Futures: Budget Categories by Phase

**Phase One Costs (January to May '03) \$ 27,666**

1. Salaries & Benefits - \$17,468 (\$6,207 + \$11,261)
2. Office set-up & Supplies - \$3,568
3. Waterfront Futures Group Meetings & Tours - \$1,180
4. Public Information/Materials/Presentations - \$550
5. Consultants/Speakers/Experts - \$4,900

**Phase Two Estimated Costs (May to September '03) \$123,875**

1. Salaries & Benefits - \$24,592 (\$9,581 + \$15,011)
2. Office Supplies & Meeting Support - \$1,570
3. Public Information/Materials/Presentations - \$2,000
4. Guest Forums & Consultants - \$95,713

**Phase Three Estimated Costs (September '03 to January '04) \$123,875**

1. Salaries & Benefits - \$24,612 (\$9,601 + \$15,011)
2. Office Supplies & Meeting Support - \$1,650
3. Public Information/Materials/Presentations - \$5,000
4. Guest Forums & Consultants - \$92,613

**Phase Four Estimated Costs (January through May '04) \$166,200**

1. Salaries & Benefits - \$31,164 (\$12,400 + \$18,764)
2. Office Supplies & Meeting Support - \$2,050
3. Public Information/Materials/Presentations - \$10,946
4. Consultants and Plan Draft Production - \$153,181

**Subtotal \$441,616**

**Balance: Plan Production/Distribution/Review Process \$ 58,384**

**Total: \$500,000**







