NMIC and Tumwater Town Center Real Estate Master Plan
Advisory Committee Introductory Meeting (open to the public)
January 8, 2015, 5:30 to 7:30
7241 Cleanwater Drive, Tumwater WA 98501
(location details on second page)

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Topic</th>
<th>Lead</th>
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<tbody>
<tr>
<td>5:30</td>
<td>1. Welcome and Introductions</td>
<td>Paul</td>
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<tr>
<td>5:50</td>
<td>2. Role of the Port of Olympia in Economic Development / Tumwater Town Center</td>
<td>Mike, Tim</td>
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<td></td>
<td>Development / Tumwater Town Center Vision</td>
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<tr>
<td></td>
<td>a. Commercial and Industrial Properties Line of Business</td>
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<td>b. Existing Conditions on NMIC and Tumwater Town Center</td>
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<td>c. Master Plan Needs</td>
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<tr>
<td>6:05</td>
<td>3. Project Phases and Planning Schedule</td>
<td>Dan</td>
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<tr>
<td>6:20</td>
<td>4. Public Participation Strategy</td>
<td>Paul</td>
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<td></td>
<td>a. Planning Partners and Stakeholders</td>
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<td>b. Role of the Advisory Committee</td>
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<td>c. Advisory Committee Charter – Review and Approval</td>
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<td>6:45</td>
<td>5. Group Exercise</td>
<td>All</td>
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<tr>
<td>7:25</td>
<td>6. Public Comment Period</td>
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<tr>
<td>7:30</td>
<td>7. Closing – Next Advisory Committee Meeting, March 12, 2015</td>
<td>Paul</td>
</tr>
</tbody>
</table>

Invited Participants
Advisory Committee Members
John Hurley, Sally Nash, Michael Van Gelder, Paul Pickett, Scott Royer, Jason Allen, Theresa Kaufman-Wall, Chami Ro, Alex Young, EJ Zita, Mel Murray, Rick Walk, Robert Coit, Donna Weaver

Thurston Regional Planning Council Staff
Paul Brewster

Port of Olympia Staff
Mike Reid

SCJ Alliance Staff
Dan Penrose

City of Tumwater Staff
Tim Smith

Thurston Economic Development Council
Renée Sunde

If you need special accommodations to participate in this meeting, please TRPC at 360.956.7575 by 10:00 a.m. three days prior to the meeting. Ask for the ADA Coordinator. For TDD users, please use the state’s toll-free relay service, 711 and ask for the operator to dial 360.956.7575.
Parking: Park on the north side of the building complex between Cleanwater Dr. and 71st Ave.
Entrance: Enter the conference meeting room from the door on the north side of the building.
Tumwater Real Estate Development
Master Plan

Mike Reid
Senior Manager Business Development

January 8, 2015
Washington Ports 101

- Revised Code of Washington – Title 53
  - Marine Terminals, Airports, Marinas, Industrial Parks
  - Buy, sell, lease land
  - Develop, install, and maintain infrastructure
  - Environmental remediation
  - Promotion of tourism
  - Development of public amenities
  - **Economic Development**

- 75 Port districts in Washington State (most port districts in nation)

- Only state that publicly elects all Port Commissioners

- Port of Olympia founded in 1922

- Port purchased the airport property from the City of Olympia in 1963
Port District

Serving all of Thurston County
Including cities & towns 250,000+ population

Approximately 1,700 acres in Port ownership
Port Commission

Bill McGregor  
Dr. Sue Gunn  
George L. Barner Jr.
Vision 2025

- Vision 2025 Strategic Plan– Adopted 2012

- Mission statement:
  - Create economic opportunities by connecting Thurston County to the world by air, land, and sea

- Values:
  - The Port of Olympia committed:
    - Leadership and innovation
    - Environmental stewardship
    - Sustainable economic growth
    - Importance and participation of citizens, employees, and Port customers
    - Openness, integrity, and accountability
    - Entrepreneurialism
    - Its Heritage

- Target 5: Work with the City of Tumwater to generate 15 acres of commercial development and 30 acres of industrial development on Port owned Tumwater properties
Port Property in Tumwater

Environmental
- Stormwater
- Habitat
- Wetlands

Infrastructure
- Transportation
- Aesthetics
- Cable/Internet

Market
- Supply/Demand
- Competition
- Offering

Planning
- Sustainable Thurston
- Comp Plan
- TownCenter Plan

Community
- Vision
- Support
Desired Outcome

- A plan for port property that:
  - Utilizes professional experts to identify constraints and potential solutions
  - Community supported vision for development that has market place viability
  - Creates a path forward for future efforts that build value for the community
  - Builds off of and maintains consistency with recent planning efforts in the area
    - Sustainable Thurston, Brewery District Planning, and Capitol Blvd Planning
  - Starts with Tumwater Properties and establishes the model to be used for the Olympia Peninsula planning to be done later
Two separate scopes of work

Public Participation

- Contract with Thurston Regional Planning Council (TRPC)
- Developed scope, schedule, and budget to design, implement, and manage public involvement process
- Community Visioning events
- Providing public notice
- Recording and Synthesizing public input
- Managing Advisory Committee

Technical Expertise

- Contract with SCJ Alliance
- Consultant will lead the collection of necessary technical information
- Technical expertise required on:
  - Environmental Analysis
  - Infrastructure/Transportation Analysis
  - Market Studies
  - Plan Development
- Technical information will be provided to the public process to help inform the public during outreach
Two separate scopes of work

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    - Infrastructure/Transportation Analysis
    - Market Studies
    - Plan Development
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Port of Olympia
Serving All of Thurston County
Green Streets:
2 lane streets with wide landscaping/sidewalk areas - no curb side parking

Main Street:
Existing portion of New Market Street 2 lane section + left turn lane at Israel Rd.

Gateway:
72nd: the green corridor connects the Town Center to Capitol Blvd. street alignment to be defined

Plaza:
Mixed-use: small retail along New Market on ground floor + residential; office use allowed

Parking Structures:
parking garages near New Market Street (not specific site)

Main Street:
Central portion of New Market St. is low paced and two lanes, curb side parking and small retail

Connector:
Low paced traffic on New Market needs to be supported by extra access on Tumwater Blvd. Street alignment to be defined

Large Retail:
Development at Main Street and Tumwater Blvd. will attract traffic in New Market St.

Tumwater Blvd.:
The new Tumwater Blvd. Roundabout at the intersection with New Market St.
<table>
<thead>
<tr>
<th>PROJECT PHASE</th>
<th>STARTING</th>
<th>ENDING</th>
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<tbody>
<tr>
<td>3: PUBLIC OUTREACH &amp; COMMUNICATION</td>
<td>Project Duration</td>
<td>Project Duration</td>
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<tr>
<td>5: CONSTRAINTS MAPPING</td>
<td>January 1, 2015</td>
<td>March 11, 2015</td>
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<td>6: SITE ANALYSIS FOR DEVELOPABLE PARCELS</td>
<td>February 1, 2015</td>
<td>May 31, 2015</td>
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<td>7: ALTERNATIVES/CONCEPT DEVELOPMENT SCENARIOS</td>
<td>June 1, 2015</td>
<td>September 30, 2015</td>
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<td>8: PREFERRED REAL ESTATE DEVELOPMENT PLAN</td>
<td>September 15, 2015</td>
<td>November 30, 2015</td>
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**Calendar Notes:**
- **Presentation to Port of Olympia Commissioners:** March 23, June 22, August 24, September 14
- **Advisory Committee Meetings:** January 8, March 12, April 16, June 4, August 27, September 17, October 8, October 29, November 19
- **Public Meetings:** March 5, June 11, August 27, November 19
PHASE 03 – PUBLIC OUTREACH AND COMMUNICATIONS
Efforts within this phase cover the entire project duration and are led by the Thurston Regional Planning Council (TRPC). This is a public process that informs and engages the community, builds off of the information provided by the technical information consultant team, and yields a community supported plan.

PHASE 04 – EXISTING CONDITIONS AND DATA COLLECTION
This phase includes tasks necessary to determine the current regulatory structure and environmental conditions present in the subject area, including stormwater system, utility system, roadway and intersection analysis, habitat review, wetland studies, land use analysis, and a market profile.

PHASE 05 – CONSTRAINTS MAPPING
The purpose of this phase is to prepare a base map of the New Market Industrial Campus and Tumwater Town Center area showing all existing environmental constraints, land use and parcel overlay, and potential conflicts.

PHASE 06 – SITE ANALYSIS FOR DEVELOPABLE PARCELS
This phase incorporates the work done in the previous phase and focuses the site specific analysis on those properties most likely to have development potential.

PHASE 07 – ALTERNATIVES / CONCEPT DEVELOPMENT SCENARIOS
This phase will create concept development scenarios that integrate a vast array of data related to the land use, infrastructure, environmental, transportation, and development planning completed up to this point.

PHASE 08 – PREFERRED REAL ESTATE DEVELOPMENT PLAN
The purpose of this phase is to use the evaluation criteria established in Phase 7 to select the preferred development concept for further development, creating a more detailed vision, plan, and strategy for the NMIC and TTC.

PHASE 09 – FINAL REAL ESTATE DEVELOPMENT MASTER PLAN
This phase supports development of the final plan documents and final presentations.

TRPC CONTACT INFORMATION: Paul Brewster, Senior Planner, brewsterp@trpc.org, (360) 956-7575, www.trpc.org/regionalplanning/landuse
SCOPE OF WORK OUTLINE

New Market Industrial Campus and Tumwater Town Center Master Plan
Port of Olympia
Professional Services Agreement: 2014-1026

Phase 01 – Project Initiation and Scoping  (Completed)

Phase 02 – Project Management  (Project Duration)
- TASK 01 – MANAGEMENT
- TASK 02 – ADMINISTRATION
- TASK 03 – WEEKLY CONFERENCE CALLS
- TASK 04 – QA/QC
Deliverables: Progress Report, Monthly Billings

Phase 03 – Public Outreach and Communication  (TRPC)  (Project Duration)
- TASK 01 – PUBLIC PROCESS KICK START - BUILDING TEAMS AND RELATIONSHIPS
- TASK 02 – BUSINESS AND COMMUNITY ASSESSMENT
- TASK 03 – ADVISORY COMMITTEE ENGAGEMENT
- TASK 04 – DEVELOP AND MAINTAIN WEBSITE
- TASK 05 – PUBLIC MEETINGS
- TASK 06 – LIAISON AND FOLLOW-UP COMMUNICATION SERVICES
- TASK 07 – LOGISTICS

Phase 04 – Existing Conditions and Data Collection  (December – January 2015)
- TASK 01 – EXISTING STORMWATER SYSTEM ANALYSIS
  Subtask 01: Coordinate with City of Tumwater Staff
  Subtask 02: Inventory Stormwater System
- TASK 02 – UTILITY SYSTEM ANALYSIS
- TASK 03 – ROADWAY AND INTERSECTION ANALYSIS
  Subtask 01: Data Collection and Review of Prior Studies & Existing Conditions
  Subtask 02: Perform Infrastructure Analysis of Existing Roadways and Intersections
- TASK 04 – HABITAT REVIEW
  Subtask 01: Review of Existing Information
  Subtask 02: Field Reconnaissance Survey
- TASK 05 – WETLAND RECONNAISSANCE
  Subtask 01: Onsite Reconnaissance, Delineation, Reporting
  Subtask 02: Transfer Notes and Prepare Maps and Figures
  Subtask 03: Define and Rate Wetland Rating Units and Buffers
  Subtask 04: Draft Preliminary Wetland Report
- TASK 06 – LAND USE ANALYSIS
  Subtask 01: Collect and Review Existing Documents
  Subtask 02: Land Use Assessment
- TASK 07 – MARKET PROFILE
  Subtask 01: Identify Economic Assets
  Subtask 02: Define Regional and Local Land Use Context
  Subtask 03: Compile Regional Real Estate Data and Market Perspectives
  Subtask 04: Analyze Population and Employment Growth Forecasts
Deliverables: Existing Conditions Memo for each task, Market Profile, Existing Conditions Analysis Summary Memorandum

Phase 05 – Constraints Mapping (Developable Properties Map)  (January – March)
- TASK 01 – BASE MAP
- TASK 02 – HABITAT OVERLAY MAP
TASK 03 – CONSTRAINTS OVERLAY MAP
   Subtask 01: Develop Methodology for Characterizing Area
   Subtask 02: Prepare Overlay Map

Deliverables: Maps for each of the above subtasks

Phase 06 – Site Analysis for Developable Parcels (February – May)

TASK 01 – PRELIMINARY STORMWATER FACILITY DESIGN
   Subtask 01: Develop Stormwater Models for Development Scenarios
   Subtask 02: Determine Location for Stormwater System
   Subtask 03: Prepare Comparison Matrix
   Subtask 04: Prepare Summary Memorandum and Cost Estimates

TASK 02 – UTILITY INFRASTRUCTURE DESIGN
   Subtask 01: Stormwater Infrastructure
   Subtask 02: Water and Sewer Infrastructure

TASK 03 – MARKET CONCEPTS
   Subtask 01: Identify and Map Organizing Design Principles
   Subtask 02: Site-Specific Implications of Market Data
   Subtask 03: Incorporate Findings on Infrastructure and Critical Areas
   Subtask 04: SWOT Analysis of Properties

TASK 04 – TRAFFIC AND TRANSPORTATION MODELING
   Subtask 01: Prepare Trip Generation Estimates
   Subtask 02: Traffic Forecasting
   Subtask 03: Identify System Enhancements
   Subtask 04: Prepare Technical Memo


Phase 07 – Alternatives / Concept Development Scenarios (June – September)

TASK 01 – DEVELOP METHODOLOGY AND PARAMETERS

TASK 02 – EVALUATION CRITERIA FOR CONCEPTS

TASK 03 – CONCEPT DEVELOPMENT
   Subtask 01: Identify Concept Development Scenarios
   Subtask 02: Assess Development Feasibility and Potential Economic Impact

Deliverables: Comparative Evaluation Matrix, Alternatives Maps

Phase 08 – Preferred Real Estate Development Plan (September – November)

TASK 01 – PHYSICAL MASTER PLAN
   Subtask 01: Preferred Concept Development Scenario for Final Real Estate Development Plan
   Subtask 02: Illustrate the Preferred Real Estate Development Plan

TASK 02 – URBAN DESIGN PLAN
   Subtask 01: Create Design Guidelines

TASK 03 – ECONOMIC DEVELOPMENT STRATEGY
   TASK 04 – PLAN IMPLEMENTATION STRATEGY

   Subtask 01: Develop Strategic Planning Recommendations
   Subtask 02: Work to Align Project Outputs with Future Planned Action EIS Process

Deliverables: Draft Real Estate Development Master Plan

Phase 09 – Final Real Estate Development Plan (December 2015)

Deliverables: PowerPoint Presentation and Hard Copies of Final Plan
Public Participation Strategy

Port of Olympia NMIC & TTC Real Estate Master Planning Process
Thurston Regional Planning Council

A council of 22 local governments in Thurston County

- Regional transportation
- Address growth management, environmental quality, and economic opportunity
- Assemble and analyze data that support local and regional decision making
- Act as a “convener” to build regional consensus on issues through information and citizen involvement
- Build intergovernmental consensus on regional plans, policies, and issues, and advocate local implementation
Project Partners and Stakeholders

- Port of Olympia
- City of Tumwater
- Tumwater School District
- Intercity Transit
- State government
- Thurston Economic Development Council
- Thurston Regional Planning Council
- Residents
- Property owners
- Businesses
- Port tenants
- Development community
- Utilities
- Other community interests
**Project Objective:**
Conduct an iterative public process that informs and engages the community, builds off of the information provided by the technical studies, and results in a Port Commission supported Real Estate Development Master Plan.

| • Advisory Committee          |
| • Business Community Assessment |
| • Public Meetings            |
| • Port Commissioner Briefings |
| • Mail notification to neighboring residents & businesses |
| • Press releases             |
| • Project website           |
| • Subscription email        |
| • Social media              |
| • Access to staff           |
Port of Olympia NMIC and Tumwater Town Center
Master Planning Process

Planning Process Coordination

PORT PROJECT OVERSIGHT GROUP
Multijurisdictional staff team assists Port of
Olympia with coordinating all aspects of
planning process to achieve project objectives

Data and Information

CONSULTANT TEAM
Performs studies, prepares
reports, presents information,
and develops the plan
• Market Analysis
• Environmental Assessment
• Infrastructure Needs
• Planning Assessments
• Plan Development

Plan Development

DRAFT PLAN
• Key Findings
• Recommendations
• Actions

Action

PORT OF OLYMPIA
COMMISSION
Establishes goals and policies
for the Port of Olympia
Will exercise authority to adopt
the plan

Public Participation

THURSTON REGIONAL
PLANNING COUNCIL
Oversees public participation process

ADvisory Committee
Synthesizes outcomes from
studies and public meetings
• Review
• Disseminate
• Evaluate and consider
public feedback
• Advise the process

PUBLIC MEETINGS
Community members process
information, interpret planning
scenarios, and offer feedback to the
Port of Olympia
• Vision
• Values
• Interests
• Ideas
• Opportunities
• Concerns
Project Communication

Primary contact for project information
Thurston Regional Planning Council
Paul Brewster, Senior Planner
brewstp@trpc.org; 360.956.7575

Meeting Minutes – The remaining Advisory Committee meetings will be recorded.

Public Disclosure – Anything originating from or sent to public agency staff or their consultants is subject to a public records request.

Public Comments – The project’s general public meetings are the best venue for providing comments.
Advisory Committee Charter
Review and Approval
QUESTIONS?
Advisory Committee Charter for the Port of Olympia New Market Industrial Campus (NMIC) and Tumwater Town Center Master Planning Process

December 2014

Prepared for

Port of Olympia

Prepared by

Thurston Regional Planning Council

SCJ Alliance
INTRODUCTION AND PROJECT BACKGROUND

The Port of Olympia’s New Market Industrial Campus (NMIC) and Tumwater Town Center properties are located in south Tumwater adjacent to the Olympia Regional Airport (see map on next page). Comprising over 550 acres, this Port real estate is managed for regional economic development. At present, 31 private and public sector tenants have established businesses and operations within the NMIC. This area is readily accessible from Interstate 5 via Tumwater Boulevard. Tumwater Boulevard is served by 15 minute public transit service. The port properties are surrounded by several large state agency worksites to the north and bordered by residential neighborhoods to the south. The properties located along Tumwater Boulevard are considered suitable for retail, commercial, and office development. A significant portion of the NMIC property south of Tumwater Boulevard is undeveloped and is considered suitable for a range of land uses including industrial activity.

The Port of Olympia 2013-2025 Strategic Plan Vision 2025 sets a goal of 15 acres of commercial and 30 acres of industrial development to occur on Port owned Tumwater properties by the year 2025. The recent federal Endangered Species Act listing of the Mazama pocket gopher, high ground water conditions, and the effects of future development and growth necessitate studies, public conversations, and the creation of plans to guide growth on these properties. The Port of Olympia is pursuing a comprehensive evaluation of potential impacts as well as opportunities for promoting economic vitality for their New Market Industrial Campus District.

Purpose of the Project

In 2014, the Port of Olympia Commissioners approved a planning process to create a Master Plan to guide future development on the New Market Industrial Campus and Tumwater Town Center properties. Generating such a plan requires the Port and multiple stakeholders to participate in a comprehensive study and planning process to:

1. Evaluate environmental constraints.
2. Catalog the land supply that is suitable and unsuitable for development.
3. Identify the necessary infrastructure and utilities to support future land uses.
4. Perform market analysis to inform conceptual development scenarios.
5. Review municipal codes to identify supportive measures or possible barriers to development.
6. Engage community members to gather their ideas and address their concerns.
7. Create an economic funding strategy to achieve the Port’s development objectives.

The Port selected the SCJ Alliance-Community Attributes consultant team to perform the technical analysis components of the study and Thurston Regional Planning Council (TRPC) to lead the public involvement process. The approved planning process identifies the need to convene a panel of community members to serve on an Advisory Committee for the duration of the planning process. This document serves as the charter for the Advisory Committee.
ADVISORY COMMITTEE

Purpose

The Advisory Committee will function as a sounding board to the Port of Olympia Commissioners for all project milestones for the master plan process. The committee will advise, support, and assist staff from the Port of Olympia, the project consultant team, TRPC, and other project partners as appropriate.

Duration and Schedule

The Committee is expected to convene regularly over a period of approximately one year from January 2015 through the end of the year. Up to 12 meetings are anticipated and each meeting is expected to run two hours. Details of the meeting schedule will be discussed during the Committee’s first meeting. The meetings will be open to the public.

Composition and Alternates

The Advisory Committee shall consist of 12 to 15 members. The committee members will be selected for their expertise, knowledge or experience. The members constitute a cross-section of the community to represent the interests of Port tenants, Tumwater business owners/employers, residential neighborhoods, developers, local and state government, environmental conservation, agriculture/local food, and the Port of Olympia Citizen Advisory Committee.

If a member can no longer participate in the project, they will recommend a replacement to TRPC. The departing member will fully brief their replacement prior to the replacement’s first meeting, if possible.

Advisory Committee Members

<table>
<thead>
<tr>
<th>Member</th>
<th>Representation</th>
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<tbody>
<tr>
<td>Jason Allen</td>
<td>International Wood Products, NMIC Business</td>
</tr>
<tr>
<td>Robert Coit</td>
<td>Thurston Co. Food Bank, Local Food Systems</td>
</tr>
<tr>
<td>John Hurley</td>
<td>Port of Olympia Citizen Advisory Committee</td>
</tr>
<tr>
<td>Theresa Kaufman-Wall</td>
<td>Kaufman Construction and Development, Real Estate</td>
</tr>
<tr>
<td>Mel Murray</td>
<td>Tumwater School District</td>
</tr>
<tr>
<td>Sally Nash</td>
<td>Tumwater Planning Commission</td>
</tr>
<tr>
<td>Paul Pickett</td>
<td>Environmental Engineer and TESC Instructor</td>
</tr>
<tr>
<td>Chami Ro</td>
<td>Comfort Inn and Guesthouse Suites, NMIC Business Owner</td>
</tr>
<tr>
<td>Scott Royer</td>
<td>Windfall Lumber, NMIC Business Owner (confirmation pending)</td>
</tr>
<tr>
<td>Michael Van Gelder</td>
<td>Wash. Dept. of Enterprise Services</td>
</tr>
<tr>
<td>Rick Walk</td>
<td>City of Lacey</td>
</tr>
<tr>
<td>Donna Weaver</td>
<td>South Thurston County</td>
</tr>
<tr>
<td>Alex Young</td>
<td>Tumwater Neighborhood Representative</td>
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<tr>
<td>EJ Zita</td>
<td>Salmon Creek Neighborhood Association</td>
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</tbody>
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Responsibilities

Advisory Committee members are asked to perform the following:

- Attend Advisory Committee meetings.
- Discuss and respond to information and analysis prepared by the consultant team.
- Bring community perspective to all discussions.
- Preview public meeting agendas and offer feedback.
- Attend and participate in the project’s public meetings, whenever possible.
- Share objective observations of the audience members’ participation from the public meetings.
- Help engage other community members in the process.

Operating Guidelines

The Advisory Committee members are asked to follow these guidelines:

- All members will review pertinent project materials on a timely basis and provide timely feedback.
- Members will come to meetings prepared to discuss items on the agenda.
- Members will honor one another by communicating honestly and respectfully; everyone will have an opportunity to speak.
- Members will resolve issues within their power to solve and re-direct those issues that cannot be solved in a timely manner. If issue resolution is necessary, team members will strive to follow the conflict resolution process identified in this Charter.
- Meetings will begin and end at the scheduled times. Participants that arrive late will catch up on what was missed during breaks or as other opportunities allow.
- Once project decisions are made the Committee will work to honor those decisions and avoid reopening issues that have already been resolved or decided. Such decisions will be documented by the consultant team in technical memoranda and distributed to the group.

Facilitation

Various consultant team members and staff from other organizations will be introduced throughout the project and will present findings from various planning tasks. The principal staff who will lead the facilitation process are shown below.

<table>
<thead>
<tr>
<th>Facilitation Team Member</th>
<th>Affiliation</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Paul Brewster, Senior Planner</td>
<td>TRPC</td>
<td><a href="mailto:brewstp@trpc.org">brewstp@trpc.org</a>; 360.741.2526</td>
</tr>
<tr>
<td>Dan Penrose, Planning Manager, AICP</td>
<td>SCJ Alliance-Community Attributes Consultant Team</td>
<td><a href="mailto:danp@scjalliance.org">danp@scjalliance.org</a>; 360.352.1456</td>
</tr>
<tr>
<td>Mike Reid, Senior Manager Business Development</td>
<td>Port of Olympia</td>
<td><a href="mailto:miker@portolympia.com">miker@portolympia.com</a>; 360.528.8076</td>
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Communication

TRPC will coordinate Committee activities and schedule meetings in consultation with the Port of Olympia and the consultant team.

Meeting announcements, agendas, and meeting materials will be distributed by email to Committee members. Additional printed materials will be provided to Committee members at meetings.

- Email correspondence originating from or directed to the Port of Olympia, TRPC, the consultant team or any subcontractors may be subject to public disclosure.
- General inquiries for information about the project outside of scheduled meetings should be directed to TRPC.
- Current project information such as public meeting schedules, copies of reports, and presentations will be maintained by TRPC on the project’s website (www.trpc.org).
- Committee Meetings will be recorded, transcribed, and shared with the Port of Olympia, the consultant team, and other partners or sub-consultants who are providing assistance to the project.

Decision Making and Conflict Resolution

Throughout the project’s duration there will be points at which decisions need to be made. The Port of Olympia, the consultant team, and TRPC will engage the Advisory Committee as appropriate to seek members’ input to support such decisions.

TRPC, the consultant team, and the Port of Olympia will work to resolve conflicts respectfully. When making Committee decisions, members are encouraged to strive for consensus. If a disagreement over a decision or course of action emerges, the conflicting points of view will be documented in the meeting notes. The Project Oversight Group will select the solution most consistent with the project’s objectives. Where appropriate, conflicting points of view may be presented to the Port of Olympia Commissioners for their consideration.

The Port of Olympia Commissioners establish the Port’s policies and objectives. They will make the final decision regarding the adoption of any plans or implementation of any of the activities that are the result of this planning process.

PROJECT PARTNERS

The Advisory Committee will interact with other stakeholders at various levels throughout the planning process. Other partners involved in this planning process are described in this section (see the Master Planning Process Overview diagram at the end of this section).

TRPC

Under contract with the Port of Olympia, TRPC will serve as an independent principal to oversee and manage the project’s public participation strategy. This includes serving as liaison between all interested stakeholders and the project partners throughout the plan development process, coordinating the
Project Oversight Group and Advisory Committee meetings, interviewing key stakeholders, preparing and distributing invitations and public meeting notification materials, conducting key stakeholder interviews, organizing and facilitating/hosting the public meetings, processing and reporting public input, and developing and maintaining a project website.

**Project Oversight Group**

The Project Oversight Group is composed of staff or appointed officials from the Port of Olympia, the City of Tumwater, TRPC, the Economic Development Council, and key staff from the consultant team. This group’s primary function is to provide ongoing professional counsel to the Port of Olympia to achieve success in all of the project’s objectives in a coordinated, efficient, and supportive fashion. On a routine and as needed basis, the group will meet to discuss project needs including but not limited to the project’s progress, challenges, coordination of efforts, public meeting schedules, and offer constructive feedback to support the creation of meeting materials for Advisory Committee and public meetings.

**Thurston Economic Development Council (EDC)**

The Thurston EDC is an essential project partner with experience promoting economic development and working with the region’s business community. They will offer valuable insights to the study by serving as a representative on the Project Oversight Group. The EDC will also operate as a subcontractor to TRPC. Staff from the Thurston EDC will identify and interview businesses owners or managers in and around the Port-owned properties. They will assess and summarize current conditions, relationships, opportunities, and challenges experienced by businesses within the study area.

**SCJ Alliance-Community Attributes Consultant Team**

The consultant team will perform a variety of tasks specified in the terms of their contract. In general, the consultant team is expected to perform the technical components of the planning process such as market analysis, real estate acquisition or disposition assessments, land use and transportation studies, environmental reviews and analysis, infrastructure needs assessments, identification and assessment of planning recommendations, preparing and presenting information for various committees and public meetings, and developing the master plan.

**General Public**

The Port of Olympia, a countywide taxing district, has a diverse and large public audience that expresses multiple interests in its activities. This public includes residents, port customers, business owners, property owners, governments (local, state, and federal), school districts, and others. The general public will be invited to attend four to five public meetings in Tumwater to participate in discussions on desired outcomes, respond to project findings and recommendations, and to provide comments on the final draft plan. While there will be broad-based public notifications about public meetings, there will be a greater outreach focus on residents, property owners, businesses, and workplaces that are adjacent to or near the affected planning area.
Port of Olympia NMIC and Tumwater Town Center
Master Planning Process Overview

Planning Process Coordination

PORT PROJECT OVERSIGHT GROUP
Multijurisdictional staff team assists Port of Olympia with coordinating all aspects of planning process to achieve project objectives

Public Participation

THURSTON REGIONAL PLANNING COUNCIL
Oversees public participation process

Data and Information

CONSULTANT TEAM
Performs studies, prepares reports, presents information, and develops the plan
- Market Analysis
- Environmental Assessment
- Infrastructure Needs
- Planning Assessment
- Plan Development

ADVISORY COMMITTEE
Synthesizes outcomes from studies and the public meetings
- Review
- Disseminate
- Evaluate and consider public feedback
- Advise the process

PUBLIC MEETINGS
Community members process information, interpret planning scenarios, and offer feedback to the Port of Olympia
- Vision
- Values
- Interests
- Ideas
- Opportunities
- Concerns

PORT OF OLYMPIA COMMISSION
Establishes goals and policies for the Port of Olympia
Will exercise authority to adopt the plan
Questions for Advisory Committee Group Exercise

1. Briefly describe what a successful outcome for this project would look like to you.

2. What are the top three things that came to mind when you first heard about this project?

3. Do you have any questions or anything else to share?