

Advisory Committee Charter for the Port of Olympia New Market Industrial Campus (NMIC) and Tumwater Town Center Master Planning Process

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Prepared for



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 and the community's 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.

Port Owned Properties in Tumwater and NMIC and Tumwater Town Center Master Plan Study Area



Visit www.TRPC.org to view an interactive map of the project study area.



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

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



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.

Facilitation Team Member	Affiliation	Contact Information
Paul Brewster, Senior Planner	TRPC	brewstp@trpc.org ; 360.741.2526
Dan Penrose, Planning Manager, AICP	SCJ Alliance-Community Attributes Consultant Team	danp@scjalliance.org ; 360.352.1456
Mike Reid, Senior Manager Business Development	Port of Olympia	miker@portolympia.com ; 360.528.8076



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

