

## COVER MEMO

<b>Briefing Date/Time:</b>	May 18, 2026, 4:00-6:00 p.m.
<b>Staff Contact/Title:</b>	Mike Reid, Community and Economic Development Director, 360.754.5395, <a href="mailto:MikeR@portolympia.com">MikeR@portolympia.com</a>
<b>Subject:</b>	Port Peninsula Master Plan Policy Foundations
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Decision Needed

### **Overview:**

At the May 18 Work Session, TRPC staff will facilitate a Commission discussion to help clarify how the Port’s existing long-range policy direction, including “Vision 2050 Port of Olympia” and “Destination Waterfront” should inform the development of a future Port Peninsula Master Plan scope of work. The discussion is intended to provide high-level guidance to TRPC and Port staff regarding the policy assumptions, areas for further evaluation, and topics that should be addressed through the master planning process.

Presenters will include the following:

- Paul Brewster – TRPC, Project Lead, Interim Planning Manager
- Chelsea Embree – TRPC, Associate Planner – Engagement Specialist

No formal action is requested at this meeting. Commission direction will inform the preparation of a future scope of work for the Port Peninsula Master Plan.

### **Background:**

The Port of Olympia is preparing to initiate a master planning process for the Port Peninsula. The Peninsula is one of the Port’s most visible and complex assets, supporting maritime, industrial, commercial, recreational, environmental, and public access functions. A future master plan is expected to help define the long-term role of the Peninsula, identify community and economic priorities, evaluate opportunities and constraints, and provide a framework for future investment and implementation.

The Port has previously adopted and developed several planning and policy documents that may inform the Peninsula Master Plan, including Vision 2050 and related planning efforts. However, Commissioners have expressed a range of perspectives regarding how existing policy direction should influence the upcoming master planning process (see attached TRPC Memorandum). Some existing goals and actions may provide clear guidance, while others may require updated analysis, community engagement, scenario testing, or refinement.

TRPC has been asked to assist with developing a scope of work for the Port Peninsula Master Plan. Before that scope is prepared, Commission guidance is needed on the role that existing Port policy direction should play in the planning process.

The May 18 Work Session is intended to support that discussion.

**Documents Attached:**

1. [Port of Olympia Vision 2050 Action Plan \(August 2019\)](#)
2. TRPC Memorandum Peninsula Master Plan – Commissioners’ Perspectives Summary (March 20, 2026)

**Summary & Financial Impact:**

Paul Brewster and Chelsea Embree from TRPC will facilitate a structured Commission discussion to identify how existing Port goals and actions should inform the Port Peninsula Master Plan scope of work. The exercise will be advisory in nature and is intended to help distinguish between policy direction that should be carried forward, topics that may need additional evaluation, and issues that should be addressed through public engagement or scenario-based planning.

The outcome will help shape the scope, level of analysis, and public engagement approach for a future master planning effort. There is no direct financial impact associated with the Work Session discussion itself. Future financial impacts will be identified when a proposed scope of work, budget, schedule, and consultant or interagency agreements are brought forward for Commission consideration.

**Affected Parties:**

Affected and interested parties to the Peninsula Master Plan include:

- Port of Olympia Commission
- Port staff
- The broader Thurston County community and Port district taxpayers
- City of Olympia and other local government partners
- Port tenants and leaseholders
- Maritime, industrial, commercial, and recreational users
- Nearby residents and businesses
- Tribal governments
- Environmental and community organizations
- Department of Defense and US Coast Guard
- State and Thurston County Emergency Management

Future phases of the master planning process are expected to include public engagement to gather input from a broad range of interested parties.

**Environmental Considerations:**

The May 18 Work Session discussion does not authorize any project, development activity, or physical change to the environment. Therefore, no direct environmental impacts are anticipated from this agenda item.

**Staff Recommendation:**

Staff recommends that the Commission participate in the facilitated Work Session discussion and provide high-level direction to TRPC regarding how existing Port policy direction should inform the Port Peninsula Master Plan scope of work.

**Next Steps/Timeframe:**

1. **Following the Work Session:**  
TRPC and Port staff summarize Commission feedback and identify implications for the draft scope of work.
2. **Draft Scope Development:**  
TRPC prepares a draft scope of work describing proposed planning tasks, public engagement approach, technical analysis, schedule, deliverables, and decision points.

**3. Future Commission Review:**

The draft scope of work and Public Participation Plan is presented to the Commission for review, discussion, and potential action or direction.

**4. Master Plan Initiation:**

Following Commission approval of the scope, staff and TRPC proceed with the Port Peninsula Master Plan process according to the approved schedule and work program.