

COVER MEMO

Briefing Date/Time: November 24, 2025

Staff Contact/Title: Warren Hendrickson, Director of Operations
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Subject: Comprehensive Scheme of Harbor Improvements (CSHI)
Amendment Process

Purpose: ☐ Information Only ☒ Decision Needed

Overview:

- Consent Agenda Action item – Approval requested.
 - Approval of a revised process for an annual CSHI update.

Background:

In July 2024, the Commission approved a motion requiring an annual CSHI amendment each November in conjunction with the annual budget public hearing process.

Commission Meeting Minutes July 22, 2024:

Motion: Commissioner Tonge moved to adopt a plan to amend the Port of Olympia Comprehensive Scheme of Harbor Improvements on an annual basis, in concert with the annual budget public hearing and approval process each November. Commissioner Harding seconded the motion. Motion passed unanimously.

Approving a CSHI amendment in conjunction with this month's budget public hearing process is problematic on two counts:

- Port counsel has since clarified that a public hearing must be devoted to a single topic. Thus, consideration of both the annual budget and a CSHI amendment would require two separate and independent public hearings, a significant logistical challenge for the Commission in a single meeting and potentially confusing to the public.
- A November 2025 CSHI public hearing is premature. The Port's sale of East Bay Lots 6 and 7 to the City of Olympia for the planned expansion of the Hands On Children's Museum does not close until December 10, 2025. A CSHI amendment will be required after that date.

Recognizing that it remains a best management practice to formally update the CSHI annually, the Commission is being asked to approve the rescission of the July 2024 motion and establish a new policy that the CSHI amendment process be disconnected from the annual budget process yet still be updated annually and no later than the end of each calendar year.

Documents Attached:

- None

Staff Recommendations:

- Adopt a revised process that updates the CSHI annually, and no later than the end of each calendar year.

Suggested Motion – To be Adopted Upon Commission Approval by Consent:

“The approved July 22, 2024, Commission motion calling for an amendment of the Port of Olympia Comprehensive Scheme of Harbor Improvements on an annual basis, in concert with the annual budget public hearing and approval process each November, is hereby rescinded. Beginning in 2026 and annually thereafter, the Port of Olympia will amend its Comprehensive Scheme of Harbor Improvements on no less than an annual basis, and no later than the end of each calendar year.”