



# City of Olympia

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## Meeting Minutes Bicycle and Pedestrian Advisory Committee

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**Wednesday, November 20, 2013**

**6:15 PM**

**City Hall, Room 207**

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**1. Call to Order and Roll Call (6:15 - 6:17)**

The meeting was called to order at 6:20 p.m.

Also present were:

Councilmember Julie Hankins  
Roger Horn, Planning Commission Liaison  
Larry Leveen  
Karen Messmer  
Lori Doron

City Staff:

Mark Russell, Public Works Transportation  
Sophie Stimson, Public Works Transportation  
Michelle Swanson, Public Works Transportation  
Caroline Inions, Public Works Transportation  
Leonard Bauer, Community Planning and Development  
Tom Hill, Community Planning and Development

**Present:** 7 - Co-Chair Anne Fritzel, Co-Chair Clark Gilman, Committee Member Scott Clifthorne, Committee Member Joe Ford, Committee Member Kris Fransen, Committee Member Robert Kam, and Committee Member Brittany Yunker

**Excused:** 1 - Committee Member Gail Wootan

**Absent:** 3 - Committee Member Brad Archbold, Committee Member Jesse Dwyer, and Committee Member Christina Lock

**2. Approve Agenda (6:17 to 6:19)**

The agenda was approved as revised.

**3. Approve Minutes (6:19 to 6:22)**

The September 25, 2013, minutes were approved.

- 3a. 13-0974** Approve the September 25, 2013, Bicycle and Pedestrian Advisory Committee meeting minutes.

**4. Public Comment (6:22 - 6:30)**

There were no comments from members of the public.

**5. Announcements (6:30 - 6:40)**

Michelle shared that Jesse Dwyer worked with the co-op and they agreed to pay for half of a bike repair stand at each site, as well as for maintenance. Kanako at Dumpster Values agreed to pay for the other half. They are working out the details. She further shared that Intercity Transit is receptive to the idea of having a bike repair stand at the Olympia Transit Center.

Michelle announced that the City is rolling out a new public communication tool at OlySpeaks.org. At this point, we are gathering input for the next publication of the Olympia Walking Map.

Clark shared that the City Council encourages committee members to recruit for new members.

**6. Business Items (6:40 - 8:20)**

**6a. 13-0976 Bike Parking Code Compliance Report**

Anne Fritzel introduced the topic and shared a little history on this topic, including that some BPAC members, City staff, and members of the Olympia Safe Streets toured some facilities to look at bicycle parking.

Tom Hill shared that as a result of the tour, Community Planning and Development has been using the Association of Pedestrian and Bicycle Professionals' (APBP) Bicycle Parking Guidelines to provide guidance to developers. The guidelines can be found at [www.apbp.org](http://www.apbp.org).

Karen Messmer and Larry Leveen both shared some concerns and ideas with the Committee. Karen shared that she would be happy to participate in helping staff create code language.

After further discussion, Michelle told the committee that, as part of her 2014 work plan, she will develop a guide similar to APBP that is Olympia specific.

**6b. 13-0977 Neighborhood Pathways Program Review**

Sophie Stimson provided the Committee with some proposed changes to the program for 2014.

The Committee offered the following input:

- Anne: It was very helpful to visit the proposed sites and she encourages staff to

continue to do that.

- Scott: If it would be helpful to go to Neighborhood Association meetings to talk about the program, he would volunteer to do so.
- Brittany: The screening consideration are great. We should share those with the applicants and include any red flags (streams, ditches, etc.)
- Roger: Stay with specific application deadlines. Just one call for projects each year.
- Mark: Staff will do the project estimating of full proposals instead of asking neighborhoods to add estimates to their proposals.

Sophie asked if the Committee is comfortable with staff taking the proposed changes to the Coalition of Neighborhood Associations and City Council in January. The Committee agreed.

**6c. 13-0975 Draft Comprehensive Plan Update Letter to City Council**

Sophie gave a brief overview of the presentation given at public forums on the Comp Plan Update. She shared that the goal tonight is to encourage the Committee to take a look at the Comp Plan and be prepared to provide comments in early 2014. Council intends to adopt the new Comp Plan by June 2014.

**6d. 12-0234 Bicycle Helmet Use**

Michelle introduced the topic and asked for comments on the memorandum to Council that was in the Committee's packet. The Committee approved the memorandum.

**7. Housekeeping (8:20 - 8:25)**

Next meeting - January 22

- Discuss 2014 Work Plan
- Elect 2014 Officers
- Comp Plan Comments

Sophie offered to walk through the Comp Plan changes with a sub-committee, if anyone was interested. Roger offered to share the Planning Commission's perspective. Larry Leveen also offered to share information on the Comp Plan changes.

**8. Adjournment**

The meeting was adjourned at 8:29 p.m.

**Accommodations**