



# City of Olympia

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## Meeting Minutes Bicycle and Pedestrian Advisory Committee

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Wednesday, July 25, 2012

6:15 PM

Conference Room 304

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### 1. Call To Order (6:15)

*The meeting was called to order at 6:15 p.m.*

**Present:** 8 - Co-Chair Clark Gilman, Committee Member Robert Kam, Committee Member Gail Wootan, Co-Chair Anne Fritzel, Committee Member Joe Ford, Committee Member Christina Lock, Committee Member Kathy Weed, and Committee Member Jesse Dwyer

**Excused:** 3 - Committee Member Brad Archbold, Committee Member Scott Clifthorne, and Committee Member Carolyn Newsome

### 2. Approve Agenda (6:15 - 6:17)

**The agenda was approved as revised, to include a discussion on the Comprehensive Plan update.**

### 3. Approve Minutes (6:17 - 6:20)

**The minutes of the May 23, 2012, meeting were approved as presented.**

### 4. Public Comment (6:20 - 6:30) - None

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

*Kerry shared that a Walkability Audit will be performed on Saturday, August 11. Both Christina and Anne would be interested in participating.*

*Clark gave high praises to City staff for their work on the Sidewalk Repair Program in the Downtown.*

### 6. Business of the Evening (6:40 - 8:10)

*The committee reviewed the July 24 response from Sophie Stimson on their comments to the April draft of the Comprehensive Plan update. Anne will draft an additional memo to Sophie to provide more comments.*

#### 6a. [12-0381](#) Bicycle Parking Code Presentation - Safe Streets Campaign

**Attachments:** [1. Safe Streets Campaign Memo](#)

*Karen Messmer from the Olympia Safe Street Campaign provided a presentation on the results of a bicycle parking audit they did. After some discussion, the committee*

*decided they would like some time with the City Council to discuss this item. Councilmember Hankins suggested a Study Session. Kerry will check with Cathie Butler on how to proceed.*

**The report was received.**

**6b.**      [12-0387](#)      Neighborhood Pathways Program Update

*Kerry shared that she has been working with Legal staff to finalize program materials. Legal informed Kerry that there's an RCW that states jurisdictions cannot exceed an annual limit on grants provided to neighborhoods. The limit is based on the number of households in each jurisdiction. This includes all grant funds, not just the Neighborhood Pathways Program, so City staff needs to monitor this.*

*Also, Legal is requiring all groups that receive grant funds to have liability insurance. Peter Guttchen informed us that this is cost prohibitive for the neighborhood associations. Kerry will follow up with Legal staff and bring information back to the committee in September.*

*Peter Guttchen from the Northeast Neighborhood Association (NENA) shared their concerns about the Neighborhood Pathways Program. He invited Kerry and BPAC members to attend the Coalition of Neighborhood Associations meeting on August 13, at 6:30 p.m. in the Council Chambers. Peter would like Kerry to give a presentation on the program and get feedback.*

**The report was received.**

**6c.**      [12-0385](#)      Bicycle Commuter Contest Results

*Clark shared information on the 2012 Bicycle Commuter Contest. There were over 14,500 participants this year, riding over 120,000 miles.*

**The report was received.**

**6d.**      [12-0382](#)      2013 - 2018 Preliminary Capital Facilities Plan (CFP)

- Attachments:**
- [1. 2012 - 2017 CFP Comments](#)
  - [2. Link to Transportation Chapter of CFP](#)
  - [3. Link to 2012 CFP Calendar](#)

*Kerry provided an overview of the Capital Facilities Plan and funding in the Transportation Program.*

*Councilmember Hankins asked what mechanism do we use when funding is finally available (in 20 years) to gauge if the project is still a priority or still even needed.*

*Anne asked the committee to look at the Bicycle Master Plan and the 2003 Sidewalk Program and see if the listed priorities still work for their neighborhoods, and bring their comments to the September meeting.*

*At the September meeting, the committee will draft their recommendation letter to Council, which is due by October 9, 2012.*

**The report was received.**

6e. [12-0380](#) Legistar

*Caroline asked the committee how Legistar worked for them, as this was their first packet. It seemd to go well. For future meetings, staff will not send a pdf version of the packet, just a link letting the committee know materials have been posted. Staff will provide hard copies of the packet at the meeting.*

**The report was received.**

7. **Future Agenda Items (8:10 - 8:15)**

*September - Draft CFP recommendations to Council*

*September - Additional comments on Comprehensive Plan update*

8. **Adjournment (8:15)**

**Next Meeting - September 26, 2012**