



Meeting Agenda

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle Swanson
360.753.8575

Wednesday, April 22, 2015

6:15 PM

Council Chambers

1. **CALL TO ORDER AND ROLL CALL (6:15 - 6:17)**
(6:15 - 6:17)
2. **APPROVAL OF AGENDA (6:17 - 6:19)**
3. **APPROVAL OF MINUTES (6:19 - 6:22)**
- 3.A [15-0412](#) Approval of February 25, 2015 Bicycle Pedestrian Advisory Committee Meeting Minutes
Attachments: [Minutes](#)
4. **PUBLIC COMMENT (6:22 - 6:30)**
5. **ANNOUNCEMENTS (6:30 - 6:40)**
6. **BUSINESS ITEMS**
- 6.A [15-0413](#) Action Plan Briefing and Discussion
Attachments: [Action Areas](#)
[Action Item Criteria](#)
[Community Indicators Criteria](#)
[Hyperlink to Action Plan](#)
[Hyperlink to Comprehensive Plan](#)

(6:40 - 7:40)
- 6.B [15-0414](#) Bike Corridors Briefing on Next Steps
Attachments: [Bike Corridors Macro Schedule](#)

(7:40 - 7:55)
7. **HOUSEKEEPING (7:55 - 8:15)**
- 7.A. [15-0415](#) Housekeeping: Quick Reference Work Plan to Date
Attachments: [Work Plan](#)
8. **ADJOURNMENT**

9. Accommodations

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Bicycle and Pedestrian Advisory Committee

Approval of February 25, 2015 Bicycle Pedestrian Advisory Committee Meeting Minutes

Agenda Date: 4/22/2015
Agenda Item Number: 3.A
File Number: 15-0412

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of February 25, 2015 Bicycle Pedestrian Advisory Committee Meeting Minutes



Meeting Minutes

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle Swanson
360.753.8575

Wednesday, February 25, 2015

6:15 PM

Council Chambers

1. CALL TO ORDER

Chair Gilman called the meeting to order at 6:17 p.m.

Present: 9 - Chair Clark Gilman, Vice Chair Aaron Pritchard, Committee Member Timothy W Burns, Committee Member David Copley, Committee Member Joe Ford, Committee Member Christina Lock, Committee Member Scott Morgan, Committee Member Greg Wahl, and Committee Member Brittany Yunker

Excused: 1 - Committee Member Kris Fransen

OTHERS PRESENT

Councilmember Julie Hankins
Jerome Parker, Olympia Planning Commission
Rick Browning, Olympia resident
Paul Elwood, Olympia resident
Alex Coleman-Gridley, TESC Student

City Staff:
Michelle Swanson, Senior Program Specialist
Sophie Stimson, Senior Planner
Heather Reed, Program Assistant, Public Works Transportation
Mark Russell, Director of Transportation
Rich Hoey, Director of Public Works

2. APPROVAL OF AGENDA

The agenda was unanimously approved.

3. APPROVAL OF MINUTES

3.A. [15-0177](#) Approval of January 28, 2015 Bicycle Pedestrian Advisory Committee Meeting Minutes

The minutes were unanimously approved.

4. PUBLIC COMMENT

Roger Horn, Olympia resident, spoke to BPAC about the bike corridor pilot project.

5. ANNOUNCEMENTS

Michelle Swanson made several announcements.

7 BUSINESS ITEMS

7.A. [15-0205](#) Neighborhood Pathways Outreach

The committee discussed ways to raise awareness about the Neighborhood Pathways Program among neighborhood associations.

7.B. [15-0206](#) Bicycle Corridors Pilot Project Selection

Aaron Pritchard moved to support staff's recommended pilot route from Sylvester Park to Lions Park, provided that \$10,000 be spent on outreach. Joe Ford seconded the motion. Committee members Clark Gilman, Scott Morgan, Greg Wahl, Tim Burns, Aaron Pritchard, Joe Ford and Brittney Yunker approved the motion. Committee members David Copley and Christina Lock opposed the motion.

8 HOUSEKEEPING

Michelle shared several housekeeping items.

8.A. [15-0207](#) Housekeeping: Quick Reference Work Plan

9. ADJOURNMENT

The meeting was adjourned at 8:35 p.m.



Bicycle and Pedestrian Advisory Committee

Action Plan Briefing and Discussion

Agenda Date: 4/22/2015
Agenda Item Number: 6.A
File Number: 15-0413

Type: report **Version:** 1 **Status:** In Committee

Title

Action Plan Briefing and Discussion

Recommended Action

None; receive briefing on the Action Plan.

Report

Issue:

Staff has completed work on a Draft Action Plan for carrying out the goals and policies in the Comprehensive Plan. The purpose of this agenda item is for the Bicycle and Pedestrian Advisory Committee (BPAC) to receive a briefing, discuss and provide staff with input on the draft.

Staff Contact:

Stacey Ray, Senior Planner, Community Planning and Development, 360.753.8046

Presenter(s):

Stacey Ray, Senior Planner

Background and Analysis:

In 2014, Olympia adopted a new Comprehensive Plan (Plan) with updated goals and policies that reflect our community's vision. Early in the *Imagine Olympia* process, the City Council identified a vital next step: ensure the goals and policies become reality and have real "on the ground" impact by creating an Implementation Strategy or Action Plan.

In November 2013, the Council Land Use and Environment Committee (LUEC) provided staff with direction to begin work on an Action Plan. An interdepartmental staff team was formed to take what was learned during the Comprehensive Plan update process, *Imagine Olympia*, and develop a draft Action Plan.

The Draft Action Plan is organized into five key Action Areas - Community Services, Downtown, Economy, Environment and Neighborhoods. Each Action Area includes:

- A summary of the vision and goals from the Comprehensive Plan (Attachment A);
- A draft list of actions, or things we want to do to carry out the Plan; and

- A draft list of indicators to help us track our progress in achieving our goals.

Action Items

Action Items (actions) are those things we want to do to carry out our Comprehensive Plan vision and achieve our goals. Actions in the Draft Action Plan have been collected by staff from the newly updated Comprehensive Plan and the extensive and thoughtful community input received during *Imagine Olympia*. Other important sources include the “1994” Comprehensive Plan, department work plans, Master Plans and Council goals.

To help in narrowing the list for the draft Action Plan and provide guidance for community members, staff developed criteria to ensure actions are consistent and strategic in implementing the Comprehensive Plan (Attachment B).

Community Indicators

Community Indicators represent data the City or a community partner will collect to help us understand if we are making real progress in accomplishing our Comprehensive Plan goals. Like the actions, staff developed criteria to help select possible indicators that are significant and meaningful, understandable, available long-term and can be impacted by our community (Attachment C).

View the Draft Action Plan Online

The Draft Action Plan can be viewed on the City website beginning Saturday, April 18 (Attachment D). Beginning April 18, community members can also provide input 24-hours-a-day on Olyspeaks through June 2015.

Staff is asking all City Advisory Committees and Commissions to review the draft Action Plan, including the proposed actions and community indicators, and consider the following questions:

- What actions do you believe should be a high priority in the Action Plan?
- Are there actions missing from the draft list? If yes, how do those actions carry out the Comprehensive Plan vision and goals?
- Are these the right community indicators we should measure? If no, what else should we use to track our progress in meeting our Comprehensive Plan goals?

Advisory Committee and Commission input will be used by City staff to write a revised Draft Action Plan. That draft will be delivered to the City Council in August for consideration.

BPAC members may wish to review the Transportation Chapter of the *Olympia Comprehensive Plan* (Attachment E).

Neighborhood/Community Interests (if known):

The Action Plan is a document that when adopted will have community-wide impacts.

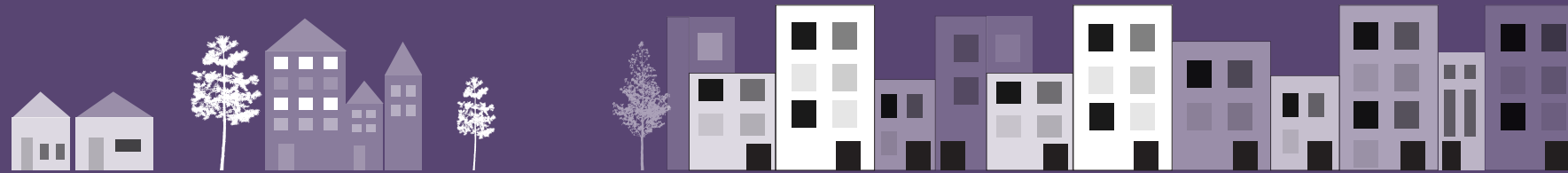
Options:

1. Provide staff with input on the draft Action Plan.

Type: report **Version:** 1 **Status:** In Committee

Financial Impact:

None; this work item is already budgeted for completion in 2015.



The Action Plan is organized into five Action Areas. Each Action Area includes a summary of the vision and goals from the Comprehensive Plan.



Community Services

Our community is vibrant, healthy and welcoming. Everyone can rely on predictable and reliable police, fire and other City-provided services. Community members have their basic needs met, and so can pursue a fulfilling and high quality life with opportunities to learn, play, and be involved in City programs and decision-making.

- ★ Olympia's health, safety and public welfare are protected by predictable and reliable police, fire, and other vital services.
- ★ Residents have access to what they need to meet their basic needs, including a quality education, healthy food, a safe place to live, and clean water.
- ★ Olympia's neighborhoods and community programs offer opportunities for community members to choose healthy ways in which to live.
- ★ Community members engage in respectful and productive discussions on City issues; they feel that their opinions and ideas are heard, valued and have impact on the City's decision-making process.



Downtown

Downtown is safe and clean, and a desirable place to work, live, and visit. Public and private investments support a thriving mix of businesses and a variety of welcoming, attractive public spaces.

- ★ More people live, work, and shop downtown.
- ★ Downtown is a regional destination.
- ★ Downtown is safe and welcoming for all.
- ★ Downtown's unique character, historic buildings, and waterfront are protected and enhanced.



Economy

Olympia has a stable economy that provides meaningful work resulting in a strong revenue base. The community fosters an economic environment that encourages and promotes entrepreneurship, and that strongly supports local businesses and businesses that are invested in the Olympia community.

- ★ Olympia strives for a balance of diverse businesses, investments that support family-wage jobs, and opportunities for entrepreneurship.
- ★ Olympia has a stable economy with a strong revenue base that funds city services, healthy schools, social services, and other community goals.
- ★ The Olympia community produces and invests in the production of local food, goods, arts, and entertainment.
- ★ Olympia is a place that people choose to visit, and spend time and money.



Environment

The natural environment is integral to our daily lives. Everyone can experience and benefit from tree-lined streets, natural trails, healthy wetlands, and parks and open spaces. As our community continues to grow and develop, we strive to reduce our impact on the natural environment by planning for growth, protecting sensitive areas, making sustainable choices, and participating in long-term stewardship.

- ★ Everyone has the opportunity to experience the natural environment, and to participate and invest in its long-term stewardship.
- ★ As a community and as individuals, we make choices that lessen our impacts to the natural environment and reduce our carbon footprint.
- ★ We protect and restore natural areas to protect wildlife habitat, maintain or restore natural hydrologic processes, and preserve healthy ecosystems.
- ★ Olympia plans for and accepts population growth and denser development, preserving larger expanses of natural areas, such as forest, wetlands, and prairie in the rural area.



Neighborhoods

Neighborhoods have their own unique sense of character and community. Neighbors have opportunities to meet and spend time with one another, and are invested in how their neighborhood grows and develops. Community members can walk or ride bikes to nearby places to shop, visit, and play.

- ★ The City plans collaboratively with neighborhoods, involving a broad spectrum of community members through a variety of outreach and public engagement methods.
- ★ Neighborhoods are recognizable places with unique identities; people feel safe and have a sense of pride in their neighborhood.
- ★ Neighborhoods have retail and community services within ten minutes, nearby places to spend time and gather together, and many different options for how to get around.
- ★ Development is focused in areas that enhance the community, have the space and infrastructure needed to support it, and that contribute to Olympia's goals for growth and development.

Last updated 3/18/2015



Action Item Criteria

By the end of 2014, we will have a new Comprehensive Plan with a clear vision for our community's future. The next steps are making sure we make real progress towards our vision becoming reality.

The Action Plan will lay out specifically what we, as a community, want to do over the next six years to accomplish our goals. Those things we intend to do are called "action items." Action items may include everything from individual projects, like development of the Artesian Park downtown, to on-going programs, like the downtown police officer walking patrol.

The Comprehensive Plan is a 20 year vision. There are likely hundreds of different things we, as a community, can do to accomplish our goals. Where do we start? How do we prioritize and make commitments? To help narrow the list, we need a set of criteria for determining the most important actions to include in the Plan. Clear criteria will also help communicate to everybody who participates in creating the Action Plan why some actions are included and others are not, and contribute to a public involvement process and final list of actions that everyone can feel good about.

Draft Action Item Criteria:

1. The action is new program or project, or is a significant enhancement or revision to an existing program or project.
2. The action will require a significant dedication of resources to implement. (Resources may include dollars, City or partner organization staff time, equipment, or volunteer hours.)
3. The action has a significant impact that makes a positive difference.
4. The action is vital for implementing the Comprehensive Plan.
5. The action is strategic. It was selected and developed purposely to make progress in achieving one or more goals in the Comprehensive Plan.
6. The action is of interest to, greatly supported by, and visible to the community and/or City Council.



Community Indicators Criteria

Last Revised: July 2014

Determining What to Measure

There is an incredible amount of data available community-wide from which to select community indicators for the Action Plan. To ensure an effective selection process, staff reviewed current best practices in improving organizational performance and sought guidance from the Washington State Department of Commerce Center for Local Government Performance to identify key considerations for developing effective community indicators.

Based on the research and other needs unique to Olympia, City staff developed a set of criteria by which to consider possible community indicators. Only those potential indicators that ranked high in several or all of the criteria listed below were included as a draft indicator.

Community Indicator Criteria

- **Is the indicator significant and meaningful?** Does this indicator help us determine if we are achieving the goals and policies identified in the Comprehensive Plan, and is the data meaningful for making decisions?
- **Is the indicator understandable?** Does the indicator tell a clear and easy-to-understand story?
- **Can the City or a community partner impact the indicator?** Does the City or a community partner have a significant enough impact over the indicator that we can make a difference in what is reflected by the data?
- **Is the data available long-term?** Can the indicator be replicated and maintained by the City if the original owner of the data is no longer available?
- **Are the five 'Action Areas' represented in a balanced way?** Are there any significant Comprehensive goals and policies that are not represented by the list of draft community indicators?



Bicycle and Pedestrian Advisory Committee

Bike Corridors Briefing on Next Steps

Agenda Date: 4/22/2015
Agenda Item Number: 6.B
File Number: 15-0414

Type: information **Version:** 1 **Status:** In Committee

Title

Bike Corridors Briefing on Next Steps

Recommended Action

None. Briefing only.

Report

Issue:

Review the implementation schedule, including public outreach steps, for the Bike Corridor Pilot Project.

Staff Contact:

Sophie Stimson, Senior Planner, Public Works, Transportation, 360.753.8497

Presenter(s):

Sophie Stimson, Senior Planner

Background and Analysis:

In mid-March, City Council supported the BPAC and staff's recommendation to proceed with the Bike Corridor pilot project. Staff has an outline of the implementation schedule of the project, including public outreach, to share with the committee. Staff will bring a draft outreach plan to the BPAC in September.

This is an opportunity for the committee to give staff feedback on the schedule.

Options:

Briefing only

Financial Impact:

There is sufficient funding to support construction and public outreach for the pilot bike corridor.

BIKE CORRIDORS PLANNING

Bicycle and Pedestrian Discussion / April 2015

ACTIVITY	2015				2016				2017 and Beyond
	SPRING	SUMMER	FALL	WINTER	SPRING	SUMMER	FALL	WINTER	
PILOT CONSTRUCTION	Design	Design	Design	Construct	Complete				
PILOT OUTREACH		Talk with PAIs	Talk with PAIs	Promote	Kick off	Promote Feedback	Promote Feedback		
OUTREACH OTHER ROUTES					Solicit Input	Solicit Input	Solicit Input		<ul style="list-style-type: none"> • Confirm other routes • Address major gaps • Adopt into Master Plan • Seek funding

Notes:

1. PAIs are potentially affected interests, primarily residents and business immediately along the pilot route.
2. Other routes are those identified by BPAC.
3. Major gaps are gaps in the low-stress bicycle network including the Capitol Campus, 4th and 5th Avenue bridges and in the Southeast and Northwest neighborhoods.



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Bicycle and Pedestrian Advisory Committee
Housekeeping: Quick Reference Work Plan to
Date

Agenda Date: 4/22/2015
Agenda Item Number: 7.A.
File Number: 15-0415

Type: information **Version:** 1 **Status:** In Committee

Title

Housekeeping: Quick Reference Work Plan to Date

Draft 2015-6 BPAC Work Plan – Quick Reference Version

Meeting	Items	Time needed	Unique this year? Routine?	Deliverable	New budget implication?
January 28 th	Neighborhood Pathways ➤ Fairview Ave pathway	15 min	Unique		
	Bike corridors ➤ Staff-recommended route changes ➤ Design treatments ➤ Potential pilot projects	45 min	Unique		Possible
	2015-6 Work Plan	25 min	Routine		
February 25 th	Neighborhood Pathways ➤ Discuss ways members can help with outreach	30 min	Unique		No
	Bike corridors ➤ Determine pilot project recommendation	55 min	Unique	Comments to staff	No – already funded
March 25 th	No meeting				
April 22 nd	Action Plan ➤ Staff briefing ➤ Committee discussion	60 min	Unique	Comments to Council	Possible
	Bike Corridors Outreach	15 min	Unique	Feedback to staff	Possible
May 27 th	No meeting				
June 24 th	Neighborhood Pathways Program ➤ Review preliminary applications	70 min	Routine	Recommendation to staff	No
	Form subcommittee to review CFP	5 min	Routine	Draft memo to committee	Possible
July	No meeting				
August	No meeting				

Meeting	Items	Time needed	Unique this year? Routine?	Deliverable	New budget implication?
September 23 rd	Capital Facilities Plan <ul style="list-style-type: none"> ➤ Report from CFP subcommittee? ➤ Discuss comments for Council 		Routine		Possible
	Council referral <ul style="list-style-type: none"> ➤ How to become League Gold city 		Unique		Possible
	Bike Corridors Outreach Plan		Unique		No
October 28 th	Neighborhood Pathways Program <ul style="list-style-type: none"> ➤ Review full proposals ➤ Recommend proposals for funding 				
November 18 th	Report from CP&D on bike parking code?				
	"Slow Your Roll" <ul style="list-style-type: none"> ➤ Feedback on campaign 				
December	No meeting				
January 2016	EDDS Review				
February 2016	Downtown Plan <ul style="list-style-type: none"> ➤ Report from CPD 		Unique		Possible