



Meeting Minutes

PBIA Advisory Board

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Mark Rentfrow
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Thursday, April 14, 2016

6:00 PM

Council Chambers

1.A ROLL CALL

Chair Corso called the meeting at 6:03 p.m.

Present: 10 - Chair Mary Corso, Vice Chair Connie Phegley, Boardmember Alana Carr, Boardmember Jacob David, Boardmember Sheila Irish, Boardmember Kim Murillo, Boardmember David Rauh, Boardmember Jeffrey Trinin, Boardmember Daniel Vining, and Boardmember Sunday Williams

Excused: 2 - Boardmember Janis Dean, and Boardmember Bobbi Kerr

OTHERS PRESENT

Councilmember Jeannine Roe
Public Works Senior Program Specialist Michelle Swanson
Community Planning and Development Director Keith Stahley
Business Manager Karen Kenneson
Downtown Liaison Mark Rentfrow
Community Youth Services Program Director Bobby Williams

2. APPROVAL OF AGENDA

It was proposed to move Item 6.C. to the top of the agenda.

The agenda was approved as amended.

3. APPROVAL OF MINUTES

3.A [16-0464](#) Approval of February 11th 2016 PBIA Board Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS - None

6. BUSINESS ITEMS

6.A [16-0465](#) Bobby Williams from Community Youth Services /The Bridge Program

Mr. Williams spoke about the Bridge Program. The Bridge is a Hip-Hop songwriting workshop held by Community Youth Services for youth between the ages of 14 and 19. Over the course of eight weeks participants learn how to write, produce, and perform their own original Hip-Hop song. The Bridge Program contributes to the PBI's goals of a Clean and Safe Downtown by making the Artesian Commons a welcome space with positive programming during the Bridge concert series. Community Youth Services is seeking funding from the PBI in the amount of \$4,000 to invest in the summer concert series which would be held Friday evenings from 7:00 p.m. to 9:00 p.m. June through August. This funding request will be discussed by the Boardmembers at the end of this meeting.

The discussion was completed.

6.B [16-0459](#) Parking Strategy Scope

Ms. Kenneson presented a briefing on draft parking strategy scope of work. City staff is working to update the City's parking strategy in conjunction with the Downtown Strategy update in 2016. The timeline for the Downtown Strategy anticipates the Strategy being complete in the fall of 2016. A consultant is needed to perform a study of the existing parking system and make recommendations towards the City's goals.

Parking related issues the City needs assistance in evaluating include:

- Demand pricing for on-street parking, City owned parking lots, and load zones
- Parking supply including an assessment of City-owned surface lots, on-street stalls, and privately owned surface lots, including the conversion of parking lots to other uses
- Shared use of existing privately owned parking structures and lots
- Need for a parking structure or structures including identifying options for siting and financing such a facility
- Parking requirements and standards for new residential and commercial projects, including consideration of fee in-lieu of providing parking
- Hours and days of enforcement and the potential need for changes
- Residential parking program and the potential need for changes
- On-street parking supply and demand in the Thurston County Courthouse area and the potential need for changes
- Signs, way-finding and other information related to the parking system
- Parking technology and how the City might use technology to better manage parking
- Impacts to the parking system of converting on-street parking identified in the Downtown Strategy to pedestrian and bicycle uses, including how the City would replace any parking removed from these areas
- Parking staffing and management structure to ensure efficient and fair operations of the parking system

The Consultant will be required to perform the following general scope of work and related support services and tasks in order to complete the project work:

- Project oversight and management to ensure project stays on schedule and

budget

- Collect on-street parking occupancy data in the downtown area
- Collect on-street and City owned off-street duration data in the downtown area
- Collect data on utilization of private off-street parking lots
- Design and conduct a payment compliance, occupancy, and duration study in a portion of downtown Olympia
- Build sets of maps, reports, and/or databases that display results by area, hour, day, and other metrics identified with the City, and serve to update the previous year's work. Such database will include all parking data collected, with parking area/subarea summaries. Maps should be produced in ESRI ArcGIS and provided in Adobe PDF
- Prepare for and attend "Action Alternative" workshop
- Gather data and prepare reports as necessary to otherwise meet the objectives outlined in this scope of work
- Summarize in a final Comprehensive Parking Strategy, including a clear implementation plan with timelines

The report was received.

6.C [16-0477](#) Bike Corridor Pilot Project Briefing

Ms. Swanson gave a briefing on the Bike Corridor Pilot Project. People have asked for an easier way to get around Olympia by bike. In 2014, the City Council funded a pilot project of a Bike Corridor. The Bicycle & Pedestrian Advisory Committee (BPAC) worked with City staff to identify possible routes for the pilot project. Late in 2014, the City Council provided additional direction that the pilot project should come into downtown. In early 2015, the BPAC recommended the pilot project route. Bike Corridors are streets that have been retrofitted to be more welcoming to people riding bikes. They are streets that do not have much car traffic, and the traffic is traveling slowly. This makes it easier for people on bikes and people driving to share the same lane. The City adds signs and pavement markings to the route. We also change some intersections to make them easier for people to get through on bikes. We will also make it easier for pedestrians to cross. To see detailed drawings of the intersection changes, please go to the Bike Corridors webpage: olympiawa.gov/bikecorridors. The project began construction on April 4 and will wrap up by the end of May. The section between Cherry Street downtown and Lions Park will open first. We will delay opening the portion between Sylvester Park and Cherry Street to avoid conflicting with the construction of an apartment building at 7th & Jefferson. After the first part of the Bike Corridor is built, we will ask people to ride it and give us feedback on the route itself in June and early July. In mid-July, after people have had a chance to get familiar with the pilot project, we will ask them to share their thoughts on the initial routes BPAC identified as possible future Bike Corridors. We will consider adjustments to the routes in response to public feedback. Next year, we hope to adopt the Bike Corridor routes into the Bike Master Plan, which will allow us to pursue grant funding to build them.

The report was received.

6.D [16-0496](#) PBI Board Retreat Findings

Mr. Rentfrow gave a report on the PBI retreat that was on March 20, 2016. The Leadership Team shared ideas for future projects, discussed current committees (Leadership, Marketing and Clean and Safe) and suggested two new committees (Parking and Communication), and identified a range of new initiatives to strengthen the role of PBI and improve downtown for businesses and visitors.

The report was received.

7. REPORTS

Vice Chair Phegley presented a report on the Clean and Safe Committee:

- Looking to meet with the legal department to see if there are any options to help businesses with the cost of repairing broken and scratched windows
- Two murals were approved that came in under the \$10,000 budget. One is on State Ave. and the other is at the Food Bank which total \$7,200. They would like to add a third mural that has been proposed for the parking lot across from the Brotherhood on Capitol Way that would cost \$5,000. They would like to propose an additional \$2,200 be added to the mural budget.
- Broom and dust pans have been very successful. They need an additional \$2,100 to purchase more.
- Cigarette containers are being painted by local artists. They are looking for more artists to paint them and the artist will be paid \$150 per container. Painting them deters vandalism.
- They are planning on hiring an artist to create the sign “Be Excellent” and distributing them to the bars.
- They are looking into why the Olympia Police Department no longer tracks nuisance crimes.
- They are looking to support safe rides home from bars. They have been speaking with Intercity Transit about their current bus that runs from 1:00 a.m. to 3:00 a.m. that is funded by Evergreen State College and only runs during the school year. They would like to find out more information as how much this service is used and if the service could be extended to more than just the west side route, perhaps adding an east side drop off.

Boardmember Trinin moved, seconded by Boardmember Murillo, to approve \$600 from the contingency fund to cover the cost of the additional mural and additional brooms and dust pans. Motion was approved unanimously.

Boardmember Murillo moved, seconded by Boardmember David, to approve \$1,500 from the contingency fund to help fund the Bridge Program. Motion was approved unanimously.

8. OTHER TOPICS

Chair Corso indicated the Board needed to form their committees.

Partnership and Communication Committee:

Boardmember Kerr (Chair), Boardmember Vining and Boardmember Murillo

Clean and Safe Committee:

Vice Chair Phegley (Chair), Boardmember David, Boardmember Irish, Boardmember Rauh, Boardmember Trinin and Boardmember Carr

Marketing Committee:

Boardmember Dean (Chair), Boardmember Murillo, Boardmember Williams and Boardmember Henley

Parking Committee:

Boardmember Irish (Chair), Boardmember Williams, Boardmember Trinin and Boardmember David

Mr. Rentfrow indicated there are currently fourteen members on the Board, leaving one vacant position.

Vice Chair Phegley suggested possibly expanding the PBI boundary once the Downtown Strategy has been completed.

Vice Chair Phegley made a suggestion about subsidizing bus passes for business employees. Chair Corso suggested the Parking Committee look into this suggestion.

Boardmember Williams asked about where the funds come from for the website. It was agreed the website cost should come from the marketing funds.

9. ADJOURNMENT

The meeting was adjourned at 7:49 p.m.