



# Meeting Agenda

## Bicycle and Pedestrian Advisory Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Michelle Swanson  
360.753.8575

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Wednesday, July 19, 2017

6:15 PM

Council Chambers

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1. CALL TO ORDER (6:15 - 6:16)

1.A ROLL CALL (6:16 - 6:17)

2. APPROVAL OF AGENDA (6:17 - 6:19)

3. APPROVAL OF MINUTES (6:19 - 6:22)

[17-0751](#) Approval of May 17, 2017 Bicycle Pedestrian Advisory Committee Meeting Minutes

**Attachments:** [DRAFT BPAC Minutes May 17, 2017](#)

4. PUBLIC COMMENT (6:22 - 6:30)

*During this portion of the meeting, citizens may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.*

5. ANNOUNCEMENTS (6:30 - 6:40)

6. BUSINESS ITEMS (6:40 - 8:05)

[17-0752](#) Downtown Parking Strategy Briefing

**Attachments:** [Link to Parking Strategy webpage](#)

6:40 - 7:10

[17-0753](#) Briefing on the US 101/West Olympia Access Project

**Attachments:** [Link to US101/West Olympia Access webpage](#)

7:10 - 7:35

[17-0754](#) Briefing on *Preliminary 2018-2023 Capital Facilities Plan (CFP)* and approving a method to review it

**Attachments:** [Link to Member Resources webpage](#)

[Link to Budget 365 webpage](#)

7:35 - 8:05

**7. HOUSEKEEPING (8:05 - 8:15)**

[17-0755](#) Housekeeping: Quick Reference Work Plan

**Attachments:** [July Quick Reference Work Plan](#)

**8. ADJOURNMENT (8:15)**

**Accommodations**

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



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**Bicycle and Pedestrian Advisory Committee**  
**Approval of May 17, 2017 Bicycle Pedestrian**  
**Advisory Committee Meeting Minutes**

**Agenda Date:** 7/19/2017  
**Agenda Item Number:**  
**File Number:**17-0751

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

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**Title**

Approval of May 17, 2017 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

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**Wednesday, May 17, 2017**

**6:30 PM**

**Council Chambers**

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**1. CALL TO ORDER (6:30 - 6:31)**

Chair Copley called the meeting to order at 6:30 pm.

**1.A ROLL CALL (6:31 - 6:32)**

**Present:** 7 - Chair David Copley, Committee member Alison Bremner, Committee member Rebecca Brown, Committee member Barb Bumann, Committee member Scott Morgan, Committee member Jan Vleck and Committee member Brittany Yunker Carlson

**Excused:** 2 - Vice Chair Kris Fransen and Committee member Christina Lock

**Others Present:**

Penny Kelley

**2. APPROVAL OF AGENDA (6:32 - 6:34)**

Jan Vleck made a motion to approve the agenda. Brittany Yunker Carlson seconded the motion. The agenda was unanimously approved.

**The agenda was approved.**

**3. APPROVAL OF MINUTES (6:34 - 6:37)**

**3.A. [17-0529](#) Approval of March 15, 2017 Bicycle Pedestrian Advisory Committee Meeting Minutes**

Barb Bumann made a motion to approve the minutes as submitted. Jan Vleck seconded the motion. The minutes were approved.

**The minutes were approved.**

**4. PUBLIC COMMENT (6:37 - 6:45)**

Phil Cornell submitted a comment via email, which Michelle Swanson read aloud.

**5. ANNOUNCEMENTS (6:45 - 7:00)**

Michelle Swanson, Sophie Stimson, David Copley and Jan Vleck made announcements.

**6. BUSINESS ITEMS (7:00 - 8:25)**

**6.A. [17-0536](#) Prioritize Bike Corridors**

Sophie Stimson provided an overview of the Bike Corridor pilot project with staff's recommendation to pursue the Southeast to Downtown Route next. Rebecca Brown moved to support staff's recommendation. Barb Bumann seconded the motion. The motion passed unanimously.

**The recommendation was approved.**

**6.B. [17-0537](#) Projects for Bicycle Improvements Program**

Sophie Stimson presented updates on the Bicycle Improvements Program. Staff recommended two projects, widening the shoulder at Division/28th and to reconfigure Lakeridge Drive to include a bike lane. Jan Vleck moved to approve staff's recommendation and to add a pre-design project to explore better east/west bike connections on the isthmus. Scott Morgan seconded the motion. The motion passed unanimously.

**The recommendation was approved.**

**6.C. [17-0538](#) Neighborhood Pathways Program Update**

Michelle shared some follow-up items on the Neighborhood Pathways Program. She also gave an update on the Ensign Pathway.

**The report was received.**

**7. HOUSEKEEPING (8:25 - 8:30)**

**7.A. [17-0530](#) Housekeeping: May Quick Reference Work Plan**

**The report was received.**

**8. ADJOURNMENT (8:30)**



## Bicycle and Pedestrian Advisory Committee

### Downtown Parking Strategy Briefing

**Agenda Date:** 7/19/2017  
**Agenda Item Number:**  
**File Number:** 17-0752

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

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**Title**

Downtown Parking Strategy Briefing

**Recommended Action**

Information only. No action requested.

**Report**

**Issue:**

Briefing on the Downtown Parking Strategy, which is currently underway.

**Staff Contact:**

Debbie Sullivan, Deputy Director, Public Works, 360.753.8494

**Presenter(s):**

Debbie Sullivan

**Background and Analysis:**

The Parking Strategy is one of the ways in which the City will implement the now-complete Downtown Strategy.

The Parking Strategy includes five steps:

- A review of the current parking system, complete
- Field data collection, complete
- Public involvement, ongoing
- Comprehensive parking strategy, expected September 2017
- Park +, a scenario planning model tool

Members of the BPAC were invited to attend the Parking Strategy Open House on July 13<sup>th</sup>. At this meeting, Debbie Sullivan will brief the committee on the status of the Strategy so far and what to expect as it moves forward. Please come prepared with your questions and comments.

**Options:**

None - information only

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

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**Financial Impact:**

The Parking Strategy cost \$167,557 and was funded through parking revenue.

**Attachments:**

Hyperlink to Parking Strategy webpage



## Bicycle and Pedestrian Advisory Committee

### Briefing on the US 101/West Olympia Access Project

**Agenda Date:** 7/19/2017  
**Agenda Item Number:**  
**File Number:** 17-0753

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

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#### **Title**

Briefing on the US 101/West Olympia Access Project

#### **Recommended Action**

Information only. No action requested.

#### **Report**

##### **Issue:**

Last year, the BPAC requested a briefing on the US 101/West Olympia Access Project. This is the first of two agenda items that the BPAC will have on this project this year.

##### **Staff Contact:**

Randy Wesselman, Engineering & Planning Supervisor, Public Works | Transportation,  
360.753.8477.

##### **Presenter(s):**

Randy Wesselman

##### **Background and Analysis:**

The West Olympia Access Project is to build new highway ramps on US 101 at two locations:

- Kaiser Road: a westbound off-ramp and eastbound on-ramp
- Yauger Way: an off-ramp extension in the westbound direction at Black Lake Blvd that would connect to Yauger Way

This project is the result of many years of planning, which began in 2006 with a study to determine what transportation system changes were needed in West Olympia. Please see the project's webpage, link attached, for more details.

The purpose of this agenda item is to brief the committee on the project. At the September BPAC meeting, the committee will have an opportunity to discuss the project.

##### **Options:**

None - information only



**Financial Impact:**

The project is currently unfunded. It is estimated to cost \$40 million in 2015 dollars.

**Attachments:**

Link to US 101/West Olympia Access Project webpage



## Bicycle and Pedestrian Advisory Committee

### Briefing on Preliminary 2018-2023 Capital Facilities Plan (CFP) and approving a method to review it

**Agenda Date:** 7/19/2017  
**Agenda Item Number:**  
**File Number:**17-0754

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

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#### **Title**

Briefing on *Preliminary 2018-2023 Capital Facilities Plan (CFP)* and approving a method to review it

#### **Recommended Action**

Move to form subcommittee to review *Preliminary 2018-2023 CFP*

#### **Report**

##### **Issue:**

Whether to form a subcommittee to review the *CFP*

#### **Staff Contact:**

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

#### **Presenter(s):**

Sophie Stimson

#### **Background and Analysis:**

##### Introduction

The *Capital Facilities Plan (CFP)* is an annually-updated document that is used to identify funding for City capital projects on a 6-year horizon, as required by the state Growth Management Act. The preliminary CFP will be available online prior to the City Council briefing July 18<sup>th</sup>. Please see the attached link to the Budget 365 page.

##### Comment Process

The letter the BPAC writes each year on the CFP is one of the committee's annual opportunities to communicate its priorities to the City Council.

The committee may choose one of two ways to write its letter:

1. Wait until the September meeting to compose the letter during the meeting. Staff liaison, Michelle Swanson, will compile notes from the discussion for the committee chair to use in drafting the letter to the City Council.

2. Form a subcommittee of four or fewer members and elect a chair of that subcommittee. The subcommittee's chair will be responsible for convening subcommittee meetings to review the CFP in depth and write draft comments. Those draft comments will be included in the September meeting packet for all members of the committee to review beforehand. By having a draft letter already written by a subcommittee, the committee is able to have a more thorough discussion and comments in September.

Under both models, the Chair will write the final letter and may choose to present it to the City Council during the annual hearing in October. Also, all members of the BPAC are still expected to review the CFP and come to the September meeting with comments on it.

### Reviewing the CFP

The CFP is a big document. To help with this review, each year City staff provides the BPAC with a list of pages most relevant to the committee's work. Once the preliminary CFP is published for the July 18<sup>th</sup> City Council meeting, the staff liaison will email the committee the list of relevant pages, so members have an opportunity to begin their review early.

### CFP Calendar

The calendar of events in the CFP outlines the annual milestones in the process, which are:

April	Review status of existing projects in CFP (This is done by City staff)
May 1	Proposed CFP Projects due from Departments
July 18	Present Preliminary CFP to City Council
August 7	Planning Commission Public Hearing on Preliminary CFP (City & School District)
October 17	City Council Public Hearing and Discussion on Preliminary CFP
December 12	First Reading on Capital Budget
December 19	Second and Final Reading and Adoption of Operating and Capital Budgets

### **Options:**

Option 1: Form a subcommittee to review the Preliminary CFP and report back at the September BPAC meeting with draft comments. All committee members will still be expected to have read the CFP and come prepared to comment on it.

Option 2: Not form a subcommittee to do advance work. This will limit the committee's work to only the September meeting.

### **Financial Impact:**

The letter will have no direct financial impact.

### **Attachments:**

[Link to Member Resources webpage](#)

[Link to Budget 365 webpage](#)



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## **Bicycle and Pedestrian Advisory Committee**

### **Housekeeping: Quick Reference Work Plan**

**Agenda Date:** 7/19/2017  
**Agenda Item Number:**  
**File Number:** 17-0755

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**Title**  
Housekeeping: Quick Reference Work Plan

2017-8 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
May 17 <sup>th</sup>	Bike Corridors ➤ Prioritize	35 min	Comments to staff
	Small bike improvements projects ➤ Prioritize	35 min	Comments to staff
	Neighborhood Pathways Program update	15 min	Comments to staff
July 13 <sup>th</sup>	Parking Strategy Open House	2 hours	None
July 19 <sup>th</sup>	Downtown Parking Strategy ➤ Briefing	30 min	Comments to staff
	US 101/West Olympia Access ➤ Introductory briefing	25 min	None
	Capital Facilities Plan ➤ Briefing ➤ Form CFP Subcommittee	30 min	Subcommittee
September 20 <sup>th</sup>	West Olympia Access ➤ Discussion	35 min	Comments to staff
	CFP Memo ➤ Discussion	50 min	Memo to Council
November 15 <sup>th</sup>	Action Plan ➤ Briefing ➤ Discussion	35 min	Comments to staff
	Downtown streets reconstruction project		
	Chair & Vice Chair elections	15 min	Chair, Vice Chair elected

2017-8 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
January 17 <sup>th</sup> 2018	Transportation Master Plan		
	Downtown streets reconstruction		
	2018-19 Work Plan		Work Plan to Council
March 21 <sup>st</sup> 2018	Council Referral		
	<ul style="list-style-type: none"> <li>➤ Briefing on City efforts to work with n'hoods on safe walking &amp; biking routes to school</li> </ul>	40 min	None

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