



# Meeting Minutes

## Bicycle and Pedestrian Advisory Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Michelle Swanson  
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**Wednesday, November 16, 2016**

**6:15 PM**

**Council Chambers**

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

Chair Lock called the meeting to order at 6:18 pm.

**1.a. ROLL CALL (6:16 - 6:17)**

**Present:** 7 - Chair Christina Lock, Vice Chair David Copley, Committee member Barb Bumann, Committee member Kris Fransen, Committee member Scott Morgan, Committee member Jan Vleck and Committee member Brittany Yunker Carlson

**Excused:** 1 - Committee member Rebecca Brown

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

The agenda was approved.

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

- 3.a.** [16-1262](#) Approval of September 21, 2016 Bicycle Pedestrian Advisory Committee Meeting Minutes

The minutes were approved.

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

There were no public comments.

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

Chair Lock, Committee member Jan Vleck, Staff Liaison Michelle Swanson, and Senior Planner Sophie Stimson made announcements.

- 5.a.** [16-1273](#) Memo to BPAC about the Action Plan

The information was received.

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

- 6.a.** [16-1259](#) Report on Enforcement of Code Requirements for Bicycle Parking on

New Construction

Principal Planner Tim Smith and Senior Planner Nicole Floyd from Community Planning & Development updated the committee on progress made toward enforcing bike parking requirements on new construction.

**The report was received.**

**6.b.**     [16-1260](#)            Discuss and comment on the Olympia Downtown Strategy

Downtown Strategy Subcommittee Chair Jan Vleck presented a draft memo which commented on the draft Downtown Strategy. The committee discussed the memo and suggested changes. Chair Lock will draft a final memo that includes the changes and send it to the City Council.

**The discussion was completed.**

**6.c.**     [16-1261](#)            Chair and Vice Chair Elections

Nominations and elections were held. Chair Lock facilitated. Committee member David Copley was elected as Chair and committee member Fransen was elected as Vice Chair for terms to run from January 1, 2017 through December 31, 2017.

**The decision was approved.**

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

**7.a.**     [16-1263](#)            Housekeeping: Quick Reference Work Plan

**The report was received.**

**8.        ADJOURNMENT (8:15)**

The meeting was adjourned.