



Meeting Agenda

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle Swanson
360.753.8575

Wednesday, May 16, 2018

6:15 PM

Council Chambers

1. **CALL TO ORDER and ROLL CALL (6:15 - 6:17)**

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

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

3.A. [18-0461](#) Approval of March 21, 2018 Bicycle Pedestrian Advisory Committee Meeting Minutes

Attachments:

Minutes

Attachments: [DraftMeetingMinutes_032118](#)

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.A. [18-0462](#) Engineering Design and Development Standards (EDDS) briefing
(6:40 - 6:55)

6.B. [18-0463](#) Downtown Streets Projects briefing
Attachments: [Link to Downtown Streets webpage](#)
(6:55 - 7:05)

6.C. [18-0464](#) Parliamentary process improvements check-in
Attachments: [Parliamentary procedure quick guide](#)
(7:05 - 7:25)

6.D. [18-0465](#) Bike Network Planning

Attachments: [Link to Transportation Master Plan webpage](#)

(7:25 - 8:05)

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

7.A. [18-0466](#) Housekeeping: Quick Reference Work Plan

Attachments:

May Quick Reference Work Plan

Attachments: [May Quick Reference Work Plan](#)

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

9. **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 March 21, 2018 Bicycle Pedestrian
Advisory Committee Meeting
Minutes

Attachments:
Minutes

Agenda Date: 5/16/2018
Agenda Item Number: 3.A.
File Number: 18-0461

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

Title

Approval of March 21, 2018 Bicycle Pedestrian Advisory Committee Meeting Minutes

Attachments:

Minutes



Meeting Minutes

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle Swanson
360.753.8575

Wednesday, March 21, 2018

6:15 PM

Council Chambers

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

Chair Morgan called the meeting to order at 6:15 pm.

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

Present: 7 - Chair Scott Morgan, Vice Chair Brittany Yunker Carlson, Committee member Alison Bremner, Committee member Rebecca Brown, Committee member Barb Bumann, Committee member Kris Fransen and Committee member Jan Vleck

Absent: 2 - Committee member David Copley and Committee member Christina Lock Noddings

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

The agenda was approved.

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

3.A. [18-0275](#) Approval of February 21, 2018 Bicycle Pedestrian Advisory Committee Meeting Minutes

Attachments:

Minutes

The minutes were approved.

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

There was no public comment.

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

Chair Scott Morgan, committee member Rebecca Brown, and staff liaison Michelle Swanson made announcements.

6. BUSINESS ITEMS

6.A. [18-0276](#) West Bay Trail connectivity

Laura Keehan, Parks Planning & Design Manager, briefed the Committee on the status of the West Bay Restoration and Park Master Plan. The Committee discussed it.

Discussion only. No action requested.

6.B. [18-0277](#) Transportation Master Plan

Sophie Stimson, Senior Planner, Public Works Transportation, briefed the committee on the Transportation Master Plan.

Information only. No action requested.

6.C. [18-0278](#) Downtown Street Improvements

Sophie Stimson briefed the committee on the downtown street improvements.

Information only. No action requested.

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

7.A. [18-0279](#) Housekeeping: Quick Reference Work Plan

Attachments:
Quick Reference Work Plan

The report was received.

8. ADJOURNMENT (8:15)

Chair Morgan adjourned the meeting at 7:40 pm.



Bicycle and Pedestrian Advisory Committee

Engineering Design and Development Standards (EDDS) briefing

Agenda Date: 5/16/2018
Agenda Item Number: 6.A.
File Number: 18-0462

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

Title

Engineering Design and Development Standards (EDDS) briefing

Recommended Action

Information only. No action requested.

Report

Issue:

Briefing on the 2018 updates to the Engineering Design and Development Standards (EDDS)

Staff Contact:

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

Presenter(s):

Sophie Stimson

Background and Analysis:

The EDDS are the technical standards used by the City and private developers to design and construct drinking water, reclaimed water, sewer, transportation, stormwater, and solid waste collection systems. They are also the technical interpretation of the City's Comprehensive Plan and various master plans. The EDDS are updated annually, using a process that involves a public hearing and City Council approval.

Staff will give a brief overview of any EDDS changes that may be of interest to the Committee, as well as an update on key dates for the process this year. In recent years, the City Council has not requested feedback from advisory committees on EDDS changes. However, the BPAC's work plan, which was accepted by the City Council, does include this as a work item.

The Committee may choose to comment on this year's EDDS updates later, if it chooses.

Options:

None - briefing only

Financial Impact:

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

There is no financial impact of the BPAC's review.

Attachments:

None



Bicycle and Pedestrian Advisory Committee

Downtown Streets Projects briefing

Agenda Date: 5/16/2018
Agenda Item Number: 6.B.
File Number: 18-0463

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

Title

Downtown Streets Projects briefing

Recommended Action

Information only. No action requested.

Report

Issue:

A brief update on the downtown streets projects

Staff Contact:

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

Presenter(s):

Sophie Stimson

Background and Analysis:

The City is planning to improve four downtown streets: two in the short-term and two in the long-term. In recent months, City staff has been sharing the design concepts for all four streets with members of the public. We will tell the Committee what people have said about the design concepts so far.

We expect to move forward in 2019/2020 with construction on Legion Way and Franklin Street, the two short-term projects.

For the two long-term projects, Capitol Way and Washington Street, we will continue to refine the design concepts and develop a funding strategy. We expect that construction on those streets will begin after 2020.

Options:

None - briefing only

Financial Impact:

Street Repair and Reconstruction funding is available to complete Legion Way and Franklin Street. We are also pursuing grant funding.

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

Attachments:

Link to Downtown Streets webpage



Bicycle and Pedestrian Advisory Committee

Parliamentary process improvements check-in

Agenda Date: 5/16/2018
Agenda Item Number: 6.C.
File Number: 18-0464

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

Title

Parliamentary process improvements check-in

Recommended Action

Discussion only. No action requested.

Report

Issue:

At the September 2017 meeting, the BPAC passed a motion to improve its parliamentary practices. This is an opportunity to talk about how the effort is going.

Staff Contact:

Michelle Swanson, Senior Program Specialist, Public Works | Transportation, 360.753.8575

Presenter(s):

Michelle Swanson

Background and Analysis:

Last fall, staff liaison Michelle Swanson and former Committee Chair David Copley attended a training on parliamentary procedure, called *Jurassic Parliament*. At the September meeting, they shared lessons learned from the training. As a result, the BPAC moved to make a greater effort to follow some best practices of parliamentary procedure. Those practices are outlined in the attached "parliamentary procedure quick guide."

This is an opportunity for the Committee to discuss the progress toward improving its parliamentary practices.

Options:

None - discussion only

Financial Impact:

None

Attachments:

Parliamentary procedure quick guide

PARLIAMENTARY PROCEDURE: A quick guide for the BPAC

Guiding Principles

Every member has an equal voice.
The group is the final authority.
It's ok to disagree.

DISCUSSIONS

- No one speaks twice until everyone has had a chance to speak
- Members must be recognized by chair before speaking
- Members address the chair, not each other

MOTIONS

- Anyone can make a motion at any time after the chair has recognized them to speak
 - *Chair repeats the motion*
- Anyone can second the motion – don't need to wait for chair's recognition
 - *If no second, motion doesn't proceed*
- Motion gets discussed, if needed
- Motion can be amended
 - *Chair repeats motion with amendment*

VOTING

- When discussion wanes...
- Chair clearly states motion and any amendments
- Vote
 - *"All in favor, say aye"*
 - *"All opposed, say no"*
- Chair states results of vote
 - *"The ayes have it and the motion passes"*
 - *"The noes have it and the motion fails"*



Bicycle and Pedestrian Advisory Committee

Bike Network Planning

Agenda Date: 5/16/2018
Agenda Item Number: 6.D.
File Number: 18-0465

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

Title

Bike Network Planning

Recommended Action

Move to review a possible low-stress bike network and discuss it at the July meeting

Report

Issue:

Information only. No action requested.

Staff Contact:

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

Presenter(s):

Michelle Swanson, Senior Program Specialist, Public Works | Transportation, 360.753.8575

Background and Analysis:

As part of the Transportation Master Plan, the City is developing a proposed network of “low-stress” bike facilities. These are different from bike lanes. They include paved trails, bike corridors, and separated bike lanes. Our goal is to have a low-stress bike facility about every half mile, so no one will need to go more than a quarter mile to get to one.

Different streets will need different treatments to make them comfortable for the majority of people who want or need to ride bicycles. We will determine the exact treatments when we design the projects. For now, staff has done a high-level overview of the City and sketched out a possible network. We will bring maps of the network to the meeting for members of the committee to review and give feedback.

Members of the Committee may choose to ride around the City and consider some of these routes on their own time after this meeting. At the July meeting, the Committee may discuss this again, and members can share more thoughts about the routes then.

Options:

None - briefing only

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

Financial Impact:

There is no expected impact from this review

Attachments:

Link to Transportation Master Plan webpage



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Bicycle and Pedestrian Advisory Committee

Housekeeping: Quick Reference Work Plan

Attachments: May Quick Reference Work Plan

Agenda Date: 5/16/2018
Agenda Item Number: 7.A.
File Number: 18-0466

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

Title

Housekeeping: Quick Reference Work Plan

Attachments:

May Quick Reference Work Plan

2018-9 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
May 16th	EDDS ➤ Briefing	15 min	May comment to Council
	Downtown streets projects ➤ Update on project	10 min	Comments to staff
	Process check-in	20 min	Discussion
	Bike Network Planning	40 min	Comments to staff
July 18th	Isthmus bike route ➤ Discussion: scope current deficiencies in bike facilities to westside	35 min	Comments to staff
	Capital Facilities Plan ➤ Briefing ➤ Form CFP Subcommittee	30 min	Subcommittee
	Transportation Master Plan ➤ Revisit bike network planning	20 min	
September 19th	CFP Memo ➤ Discussion	45 min	Memo to Council
	Isthmus bike route ➤ Discussion: possible solutions to Isthmus bike route	25 min	Comments to staff
November 14th	Transportation Master Plan		
	Collision analysis		
	Officer elections	15 min	Chair, Vice Chair elected for 2019

2018-9 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
January 16th 2019	Bike parking in new construction ➤ Briefing	35 min	
	Downtown Streets		
	2018-19 Work Plan		Work Plan to Council
March 20th 2019	Action Plan ➤ Briefing ➤ Discussion	40 min	Comments to staff

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