



Meeting Agenda

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle Swanson
360.753.8575

Wednesday, July 21, 2021

6:00 PM

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_pK80yTzLRzGD5XDBQPeD_Q

1. CALL TO ORDER (6:00-6:01)

1.A ROLL CALL (6:01-6:02)

2. APPROVAL OF AGENDA (6:02-6:05)

3. APPROVAL OF MINUTES (6:05-6:10)

[21-0722](#)

Approval of May 19, 2021 Bicycle and Pedestrian Advisory Committee Meeting Minutes

Attachments: [May 19, 2021 BPAC Meeting Minutes](#)

4. PUBLIC COMMENT (6:10-6:20)

If you would like to make a public comment, please email staff liaison Michelle Swanson (mswanson@ci.olympia.wa.us) before noon on July 21st. Your comment will be read aloud in the meeting.

During this portion of the meeting, community members 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 (6:20-6:30)

6. BUSINESS ITEMS

[21-0721](#)

Capitol Campus Travel Demand Management Briefing

Attachments: [Traffic volumes 14th & Jefferson](#)

(6:30-7:00)

[21-0723](#)

Briefing on *Preliminary 2022 - 2027 Capital Facilities Plan (CFP)* and approving a method to review it

(7:00-7:30)

[21-0724](#) Approval of Future Meetings Format

(7:30-7:55)

7. REPORTS (7:55-8:00)

[21-0725](#) Housekeeping

Attachments: [July quick reference work plan](#)
[Parliamentary procedure quick guide](#)

8. ADJOURNMENT

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 19, 2021 Bicycle and Pedestrian Advisory Committee Meeting Minutes

Agenda Date: 7/21/2021
Agenda Item Number:
File Number:21-0722

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

Title

Approval of May 19, 2021 Bicycle and 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, May 19, 2021

6:00 PM

Online and via phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_pK80yTzLRzGD5XDBQPd_Q

1. CALL TO ORDER (6:00-6:01)

Chair Sam Gacad-Cowan called the meeting to order at 6:00 p.m.

1.A ROLL CALL (6:01-6:02)

Present: 7 - Chair Sam Gacad-Cowan, Vice Chair Rebecca Brown, Committee member Alison Bremner, Committee member Jennifer Riedmayer, Committee member Bethany Roth, Committee member Brittany Yunker Carlson and Committee member Matthew Ftizgerald

Excused: 2 - Committee member Barb Bumann and Committee member Jon Tallman

2. APPROVAL OF AGENDA (6:02-6:05)

The agenda was approved.

3. APPROVAL OF MINUTES (6:05-6:10)

[21-0496](#) Approval of March 17, 2021 Bicycle and Pedestrian Advisory Committee Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT (6:10-6:20)

Karen Messner's written public comment was read aloud.

Roger Horn spoke.

Peter Guttchen spoke.

Melissa Allen spoke.

5. ANNOUNCEMENTS (6:20-6:30)

Committee members and staff made announcements.

6. BUSINESS ITEMS

[21-0497](#) 2021 Engineering Design & Development Standards (EDDS) Update
Process

Assistant City Engineer Steve Sperr gave a summary of the proposed changes in the 2021 Engineering Design and Development Standards.

The information was received.

[21-0498](#) Survey Results from the Thurston Regional Trails Plan Update

Paul Brewster, Senior Planner for the Thurston Regional Planning Council, briefed the Committee.

The information was received.

7. REPORTS

[21-0499](#) Housekeeping Report

The report was received.

8. ADJOURNMENT

Chair Gacad-Cowan adjourned the meeting at 7:59 p.m.



Bicycle and Pedestrian Advisory Committee

Capitol Campus Travel Demand Management Briefing

Agenda Date: 7/21/2021
Agenda Item Number:
File Number:21-0721

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

Title

Capitol Campus Travel Demand Management Briefing

Recommended Action

Information only. No action requested.

Report

Issue:

The City of Olympia and the Thurston Regional Planning Council (TRPC) received a grant to encourage telework and flexible schedules for employees on the Capitol Campus.

Staff Contact:

Michelle Swanson, AICP, Associate Planner, Public Works | Transportation, 360.753.8575

Presenter(s):

Karen Parkhurst, Planning and Policy Director, Thurston Regional Planning Council
Veronica Jarvis, Associate Planner, Thurston Regional Planning Council

Background and Analysis:

Regional Mobility Grant

In June 2019, the Washington State Department of Transportation awarded the City \$200,000 to encourage telework and flexible schedules on the Capitol Campus. About 12,000 people work on the Campus, and their trips to and from impact City streets.

The grant covered work done through June 2021. The project was implemented by TRPC, with the City administering the grant.

This project was just beginning when the COVID-19 pandemic hit, which required a significant majority of Capitol Campus workers to suddenly begin teleworking in March 2020. While the initial focus of this project was to encourage telework, that focus shifted to gathering data, identifying workplace policies that needed updating, and finding ways to support workers while teleworking, among other tasks.

The conclusion of this grant marks the end of the first phase of this project. TRPC will continue

working to support telework for Capitol Campus workers through 2023, using federal funding. They are focused on “maintaining the gain” on telework as Capitol Campus workers transition to a post-COVID-19 workplace.

Traffic volumes

To support this project, the City gathered traffic volume data at the 14th & Jefferson roundabout, which is heavily influence by Capitol Campus traffic. We have attached a graph that summarizes the volumes from February 2020, during the last in-person legislative session, through June 2021.

Options:

None - information only

Financial Impact:

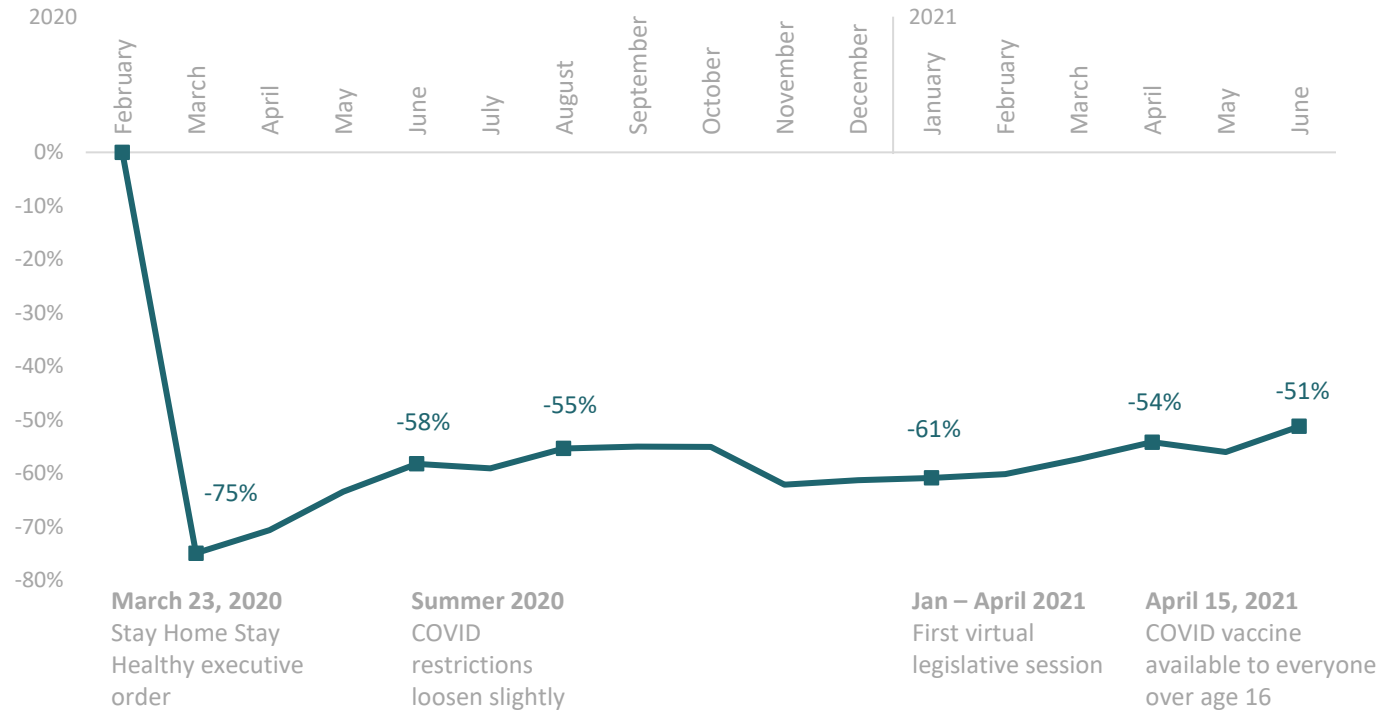
None from this briefing

Attachments:

Traffic volumes at 14th & Jefferson

Percentage change in traffic volumes

14th Ave & Jefferson St roundabout
Compared to February 2020





Bicycle and Pedestrian Advisory Committee

Briefing on Preliminary 2022 - 2027 Capital Facilities Plan (CFP) and approving a method to review it

Agenda Date: 7/21/2021
Agenda Item Number:
File Number:21-0723

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

Title

Briefing on *Preliminary 2022 - 2027 Capital Facilities Plan (CFP)* and approving a method to review it

Recommended Action

Move to form subcommittee to review the *Preliminary 2022 - 2027 CFP*.

Report

Issue:

Whether to form a subcommittee to review the *CFP*.

Staff Contact:

Michelle Swanson, AICP, Associate Planner, Public Works | Transportation, 360.753.8575

Presenter(s):

Michelle Swanson

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. It also forms the basis of the following year's Capital Budget.

The preliminary CFP will be available online in early August. The staff liaison will email Members a link to the preliminary CFP when it is available.

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 draft the letter during the meeting. The staff liaison 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 and write draft comments. Those draft comments will be included in the September meeting packet for all BPAC Members to review before the September meeting. By having a draft letter already written by a subcommittee, the BPAC will likely have a more thorough discussion and comments in September.

Under both models, the BPAC 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, City staff will give the BPAC a list of the pages that are most relevant to the Committee's work. The staff liaison will email the list to the BPAC when the preliminary CFP is published, so Members have an opportunity to begin their review as soon as possible.

CFP Timeline

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

- April** City staff reviews the status of existing projects in the CFP
- June** City departments submit proposed projects to the Finance department to compile the draft CFP for the next cycle
- August** Staff presents the Preliminary CFP to the City Council
- September** The Planning Commission has a public hearing on the Preliminary CFP
- October** City Council Public Hearing and Discussion on Preliminary CFP
- December** First Reading on Capital Budget
- December** Second and Final Reading and Adoption of Operating and Capital Budgets

Options:

Option 1: Form a subcommittee to review the *Preliminary 2022-2027 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:

None



Bicycle and Pedestrian Advisory Committee

Approval of Future Meetings Format

Agenda Date: 7/21/2021
Agenda Item Number:
File Number:21-0724

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

Title

Approval of Future Meetings Format

Recommended Action

Move to decide whether to hold future meetings in person or online

Report

Issue:

Whether to meet in person or online

Staff Contact:

Michelle Swanson, AICP, Associate Planner, Public Works | Transportation, 360.753.8575.

Presenter(s):

Michelle Swanson

Background and Analysis:

All City advisory committees switched to online meetings in March 2020. As of July 1, 2021, the committees may choose to either continue meeting online or change to meeting in person. Staff is prepared to support either meeting format.

Options:

Option 1: Continue meeting online

Option 2: Beginning at the September meeting, meet in person

Financial Impact:

None from this item

Attachments:

None



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Bicycle and Pedestrian Advisory Committee

Housekeeping

Agenda Date: 7/21/2021
Agenda Item Number:
File Number:21-0725

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

Title
Housekeeping

2021-22 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
May 19 th	Engineering Design & Development Standards Briefing	45 min	Comments to staff
	Thurston Trails Planning survey results ➤ Briefing from TRPC	40 min	Comments to staff
July 21 st	Capitol Campus Travel Demand Management project ➤ Briefing from TRPC	30 min	Comments to staff
	Capital Facilities Plan ➤ Briefing ➤ Form CFP subcommittee?	30 min	Subcommittee?
	Meetings process ➤ Discussion on future meetings format	25 min	Decision
September 15 th			
	CFP Memo ➤ Discussion	45 min	Memo to Council
November 17 th	Climate mitigation briefing	40 min	Comments to staff
	New member applications ➤ Form subcommittee to review them?	5 min	Subcommittee?
	Officer elections	15 min	Chair, Vice Chair elected for 2022
January 19 th 2022	Review new member applications	60 min	Recommendation to City Council
	2022-23 Work Plan	25 min	Work Plan to Council
March 16 th 2021	Engineering Design & Development Standards ➤ Briefing and review		Comments to staff
	Bike network prioritization		

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 once
- Members must be recognized by chair before speaking
- Members address the chair, not each other
- Members may address presenters directly once recognized by the chair

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
 - *Members discuss and vote on any amendments*
 - *Chair repeats motion with amendment*

VOTING

- When discussion wanes...
- Chair clearly states motion and any amendments
- Vote by roll call
 - *"Committee Member Montoya?"*
 - *"Aye" or "no"*
- Chair states results of vote
 - *"The ayes have it and the motion passes"*
 - *"The noes have it and the motion fails"*