



Meeting Agenda

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle
Swanson
360.753.8575

Wednesday, September 15, 2021

6:00 PM

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_pK80yTzLRzGD5XDBQPd_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)

[21-0899](#)

Approval of July 21, 2021 Bicycle and Pedestrian Advisory Committee Meeting Minutes

Attachments: [Meeting Minutes from July](#)

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 September 15th. 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

[21-0900](#)

Traffic Enforcement Report

(6:30-7:05)

[21-0901](#) Discuss and Comment on 2022-2027 Preliminary Capital Facilities Plan

Attachments: [Draft CFP Letter](#)
[Link to Preliminary 2022-2027 CFP](#)

(7:05-7:55)

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

[21-0902](#) Housekeeping Report

Attachments: [September 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.



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Bicycle and Pedestrian Advisory Committee

Approval of July 21, 2021 Bicycle and Pedestrian Advisory Committee Meeting Minutes

Agenda Date: 9/15/2021
Agenda Item Number:
File Number:21-0899

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

Title

Approval of July 21, 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, 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)

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 Jon Tallman and Committee member Brittany Yunker Carlson

Absent: 2 - Committee member Barb Bumann and Committee member Matthew Fitzgerald

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

The agenda was approved.

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

[21-0722](#) Approval of May 19, 2021 Bicycle and Pedestrian Advisory Committee Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT (6:10-6:20) - None

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

Committee members and staff made announcements.

6. BUSINESS ITEMS

[21-0721](#) Capitol Campus Travel Demand Management Briefing

Thurston Regional Planning Council staff members, Karen Parkhurst and Veronica Jarvis, briefed the committee.

Information only. No action requested.

[21-0723](#) Briefing on *Preliminary 2022 - 2027 Capital Facilities Plan (CFP)* and approving a method to review it

Chair Sam Gacad-Cowan made a motion to form a subcommittee to review the CFP. Committee member Rebecca Brown seconded. Motion passed unanimously.

Chair Sam Gacad-Cowan made a motion to form a subcommittee to review the Capital Facilities Plan with Committee member Alison Bremner, Committee member Jennifer Riedmayer, Committee member Matthew Fitzgerald and for the Subcommittee Chair to be Sam Gacad-Cowan. Committee member Jon Tallman seconded. Motion passed unanimously.

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

Chair Sam Gacad-Cowan made a motion to reinstate in person meetings. Committee member Brittney Yunker Carlson seconded. The motion passed with the following roll call vote:

Aye: 6 - Chair Gacad-Cowan, Vice Chair Brown, Committee member Bremner, Committee member Riedmayer, Committee member Roth and Committee member Yunker Carlson

Nay: 1 - Committee member Tallman

Absent: 2 - Committee member Bumann and Committee member Ftizgerald

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

[21-0725](#) Housekeeping

The report was received.

8. ADJOURNMENT

Chair Gacad-Cowan adjourned the meeting at 8:10 p.m.



Bicycle and Pedestrian Advisory Committee

Traffic Enforcement Report

Agenda Date: 9/15/2021
Agenda Item Number:
File Number:21-0900

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

Title

Traffic Enforcement Report

Recommended Action

Information only. No action requested.

Report

Issue:

Report on traffic enforcement from the police department

Staff Contact:

Ryan Hirotaka, Police Sergeant, Police Department, 360.753.8300.

Presenter(s):

Ryan Hirotaka

Background and Analysis:

The police department is responsible for traffic enforcement. Sergeant Hirotaka will report on:

- The department's enforcement priorities
- How it decides what those priorities are
- How much traffic enforcement is feasible

There will be time for questions and a discussion.

Options:

None - information only.

Financial Impact:

None from this report

Attachments:

None



Bicycle and Pedestrian Advisory Committee

Discuss and Comment on 2022-2027 Preliminary Capital Facilities Plan

Agenda Date: 9/15/2021
Agenda Item Number:
File Number:21-0901

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

Title

Discuss and Comment on *2022-2027 Preliminary Capital Facilities Plan*

Recommended Action

Move to draft a memo advising the City Council on the *2022-2027 Preliminary Capital Facilities Plan*

Report

Issue:

Each year, City advisory committees and members of the public comment on the *Preliminary Capital Facilities Plan*. This is an opportunity for the BPAC to draft its comment memo.

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. The CFP reflects priorities in each City program.

At the July meeting, the BPAC formed a subcommittee to draft a memo to kick off this meeting's discussion. Members of the subcommittee may share their thoughts about the draft memo before the full Committee's discussion begins.

Suggested approach for review

The CFP can be found at the City's Budget/Financial Reports page. We have attached a link.

The focus of the BPAC's review should be the programs and projects that relate to bicycle and pedestrian transportation. Staff suggests that BPAC members read the following sections:

Message from the City Manager, III

Executive Summary, IV-VIII

An Overview of Capital Facilities Planning, 1-4 - 1-8

Planning & Budget Cycles, 1-9

Key Terms, 1-10

CFP Comprehensive Plan Goals & Policies, 1-11 - 1-15

Frequently Asked Questions, 1-16 - 1-18

Calendar of Key CFP Events, 1-19

Long Term Financial Strategy, 2-1 - 2-3

Debt Limitations, 2-4 - 2-5

Funding Sources, 2-6 - 2-8

Revenues Dedicated to the CFP, 2-9 - 2-14

Summary of 2022 Projects by Focus Area, 3-1 - 3-3

New Projects, 3-5 - 3-7

Transportation Projects, 5-1 - 5-32

To facilitate the letter-writing process and discussion, please consider coming prepared with your comments on the draft memo and any additions you would like the committee to consider.

What's next

After this meeting, the Chair and staff liaison will work together to finalize the Committee's memo to send to the City Council in time for the Council's hearing on October 12th.

Options:

Option 1: Make comments for the Committee Chair to use in finalizing an advisory memo to City Council.

Option 2: If committee members are unable to arrive at a consensus on the comments, they can provide comments as individuals.

Financial Impact:

This letter will have no direct financial impact.

Attachments:

Draft CFP subcommittee memo

[Link to Budget/Financial Reports page <https://olympiawa.gov/city-government/budget-financial-](https://olympiawa.gov/city-government/budget-financial-)

[reports.aspx>](#)

To: Mayor Selby and Members of the Olympia City Council

From: Samuel Gacad-Cowan, Chair, Bicycle and Pedestrian Advisory Committee (BPAC)

Date: September 8, 2021

Subject: 2022-2027 Preliminary CFP Budget (Draft)

This year's CFP highlights the need for safe and functional mobility as Olympia's population continues to grow. We must utilize pedestrian infrastructure to address the socioeconomic and environmental challenges Olympia currently faces. Pedestrian infrastructure can empower individuals to engage with our city without dependence on dangerous, expensive and polluting vehicles. BPAC wants to remind the city council that as long as vehicles are prioritized over people, we will continue to fall short of Comprehensive Goal Plan 1, "All streets are safe and inviting for pedestrians and bicyclists. Streets are designed to be human scale, but also can accommodate motor vehicles, and encourage safe driving." Our perspective is from the lens of individuals who use bicycle/pedestrian facilities frequently and have personally experienced the hostile environment of car-centric urban planning.

We've identified three specific considerations concerning projects that we'd like to bring to the council's attention. BPAC is glad to see that Cain and North is listed as a site for a future roundabout. However, we want the council to be aware of a nearby housing development on the corner of 22nd and Cain, directly across from NOVA Middle School. We could not find any plans in the TMP for a future roundabout here. Currently there is only a stop sign, and this area could use more pedestrian support and improved traffic flow.

We also want to emphasize the importance of Policy 23.2 from the comprehensive plan, "Raise driver awareness of pedestrians at crosswalks on wide, high-volume streets using blinking lights, flags, signs, markings, and other techniques." This is especially important for plans to extend sidewalks on Eastside Street/22nd Avenue from Fir Street to I-5. According to the Street Safety Plan (Figure 2), drivers here regularly drive more than 10 mph over the speed limit.

Finally, Olympia's improvements to Parks and Recreation areas will create greater traffic in the surrounding neighborhoods. These neighborhoods may already be experiencing parking scarcity. The Lions Park sprayground, the repurposed Legion Way Armory, and the Kaiser Woods Park are all examples of parks that will create more trips through neighborhoods. We recommend that Parks and Recreation areas prioritize bicycle and pedestrian access in order to alleviate traffic and parking demand in surrounding neighborhoods.

BPAC also recommends the council examine the decision making process to ensure that desirable outcomes are achieved. Out of the six project programs listed in the Transportation

Chapter, only three have a “Level of service standard or measurable outcome.” Two of those programs use the Complete Streets framework. Streets can qualify as “Complete Streets,” but still present hostile conditions for vulnerable users. Complete Streets should not only include all modes of transportation, but prioritize vulnerable users over cars. For example, on most of our bicycle corridors, the only support provided to cyclists are signs and worn-out sharrows. This requires cyclists to share lanes of travel with cars, which can be dangerous for slower riders and scare away prospective bicycle commuters. However, these are still considered “complete streets,” even though the safety of the cyclist is compromised for the freedom of the automobile. We recommend that standards for complete streets be clearly outlined and include greater support for pedestrians, cyclists and those who use assisted mobility.

For programs without measurable outcomes, we urge the council to identify metrics. Monitoring progress through clear metrics is crucial to ensuring desired outcomes. The methodologies for prioritizing and qualifying projects seemed unclear or difficult to interpret. We noticed inconsistencies between the projects in this year’s CFP and those listed and prioritized in the TMP. As mentioned in previous letters, we recommend that the Council make decisions driven by data. We feel the prioritization score maps from the TMP are good and should be used to make our city safer for vulnerable walkers, cyclists and rollers. We request greater transparency for decisions that deviate from the TMP prioritization.

Prioritizing alternative transportation can ensure that individuals who choose a healthier, greener and cheaper form of transportation are supported and rewarded for their decision. Those without access to a car, or those who use assisted mobility have a right to dignified and safe means of transportation. In conclusion, we look forward to seeing these projects come to life and hope that our input can guide the City of Olympia toward meeting goals outlined in the Comprehensive Plan.

Sincerely,

Sam Gacad-Cowan

Chair, Bicycle & Pedestrian Advisory Committee



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Bicycle and Pedestrian Advisory Committee

Housekeeping Report

Agenda Date: 9/15/2021
Agenda Item Number:
File Number:21-0902

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

Title
Housekeeping Report

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	Traffic enforcement priorities ➤ Briefing from OPD	35 min	Comments to staff
	CFP Memo ➤ Discussion	50 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"*