



Meeting Agenda

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle
Swanson
360.753.8575

Wednesday, November 15, 2017

6:15 PM

Room 207

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)

3.A [17-1132](#) Approval of September 20, 2017 Bicycle Pedestrian Advisory Committee Meeting Minutes

Attachments: [Draft Meeting Minutes 9.20.17](#)

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)

6.A [17-1169](#) Briefing on City Efforts with Partners on Safe Walking and Biking Routes to School

Attachments: [Referral](#)
[Link to MUTCD](#)

(6:40 pm to 7:10 pm)

6.B [17-1170](#) Downtown Street Improvements Update

Attachments: [Link to Downtown Strategy](#)

(7:10 pm to 7:50 pm)

6.C [17-1171](#) Officer Elections

(7:50 pm to 8:05 pm)

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

7.A [17-1133](#) Housekeeping: Quick Reference Work Plan

Attachments: [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 September 20, 2017 Bicycle Pedestrian Advisory Committee Meeting Minutes

Agenda Date: 11/15/2017
Agenda Item Number: 3.A
File Number: 17-1132

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

Title

Approval of September 20, 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

Wednesday, September 20, 2017

6:15 PM

Council Chambers

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

Vice Chair Kris Fransen called the meeting to order at 6:15 p.m.

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

Present: 8 - Chair David Copley, Vice Chair Kris Fransen, Committee member Alison Bremner, Committee member Barb Bumann, Committee member Christina Lock, Committee member Scott Morgan, Committee member Jan Vleck and Committee member Brittany Yunker Carlson

Excused: 1 - Committee member Rebecca Brown

OTHERS PRESENT

Public Works staff:

Mark Russell, Director, Public Works Transportation

Sophie Stimson, Senior Planner, Public Works Transportation

Michelle Swanson, Senior Program Specialist, Public Works Transportation

Randy Wesselman, Engineering & Planning Manager, Public Works Transportation

Heather Reed, Program Assistant, Public Works Transportation

Private citizens:

Jay Elder

Peter Guttchen

Chris Hawkins

Penny Kelley

Don Law

Brad O'Brien

Patrick Stack

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

The agenda was approved.

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

- 3.A.** [17-0902](#) Approval of July 19, 2017 Bicycle Pedestrian Advisory Committee Meeting Minutes

The minutes were approved.

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

The following people spoke to the committee:

Brad O'Brien, Chris Hawkins, Peter Guttchen, Don Law, and Jay Elder.

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

The following people made announcements: Chair David Copley, Committee members Barb Bumann and Jan Vleck, and staff liaison Michelle Swanson.

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

6.A. [17-0955](#) Discussion of the US 101/West Olympia Access Project

Randy Wesselman, Engineering & Planning Supervisor, Public Works Transportation, provided a follow-up briefing and answered questions from committee members on the US 101/West Olympia Access Project.

Discussion only. No action requested.

6.B. [17-0956](#) Discuss and Comment on *2018-2023 Preliminary Capital Facilities Plan*

The BPAC discussed the CFP subcommittee's draft letter to Council on the 2018-2023 Capital Facilities Plan (CFP) and provided additional comments.

Vice Chair Kris Fransen moved that the BPAC Committee authorize David Copley, Chair, to draft the final CFP advisory memo to Council based on comments made at the meeting, and that he submit the memo to Council on their behalf. Committee member Vleck seconded the motion. The motion passed unanimously.

6.C. [17-0957](#) Briefing on *Jurassic Parliament* training

Staff liaison Michelle Swanson briefed the committee on a recent parliamentary procedure training that she attended with Chair Copley. She provided the BPAC Committee with a quick reference guide to basic procedures.

Chair David Copley moved to adopt the parliamentary procedures outlined on the quick reference guide that staff liaison Michelle Swanson provided the committee. Committee member Yunker Carlson seconded the motion. The motion passed unanimously.

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

7.A. [17-0903](#) Housekeeping: Quick Reference Work Plan

The information was received.

8. ADJOURNMENT (8:15)

Chair Copley adjourned the meeting at 8:26 p.m.



Bicycle and Pedestrian Advisory Committee

Briefing on City Efforts with Partners on Safe Walking and Biking Routes to School

Agenda Date: 11/15/2017
Agenda Item Number: 6.A
File Number: 17-1169

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

Title

Briefing on City Efforts with Partners on Safe Walking and Biking Routes to School

Recommended Action

Information only. No action requested.

Report

Issue:

The City Council requested that staff brief the BPAC on City efforts to work with neighborhood groups and the Olympia School District to improve walking and biking routes for students to get to and from school.

Staff Contact:

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

Presenter(s):

Randy Wesselman

Background and Analysis:

In September 2016, some neighborhood association representatives told the City Council that they wanted to improve walking and biking routes to schools. Some of their ideas included crosswalk markings that are not approved by the Federal Highway Administration, as shown in the *2009 Manual on Uniform Traffic Control Devices* (MUTCD). The City Council requested that staff brief the BPAC on:

- Efforts to work with neighborhoods and the school district on improving walking and biking to school
- Related projects, both past and those planned or underway
- How the MUTCD is used to make decisions on specific projects

We have included a link to the MUTCD, but we do not expect BPAC members to read the manual. You may choose to scroll through it to get a sense of what it covers.

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

Options:

None - discussion only.

Financial Impact:

None from this briefing

Attachments:

Referral

Link to MUTCD



Olympia City Council Referral Request

2016-000CS*	2016-007NJ
Date of Referral	September 20, 2016
Originator	Mayor Pro Tem Jones
Referral To	Bicycle and Pedestrian Advisory Committee (BPAC)
Request	<p>Receive briefing on City efforts working with neighborhoods and the Olympia School District (OSD) on safe walking and biking routes to schools.</p> <p>Provide an overview on past projects, as well as those underway and planned. Review how the federal Manual of Uniform Traffic Control Devices (MUTCD) is used in decision-making on specific street improvements.</p>
Options	None. Briefing only.
Timing	Include as part of 2017 BPAC Work Plan

*Numbering consist of current year-3digitnumber- requesting Councilmember's initials.
(e.g., 2016-003CS = third referral in 2016, requested by Mayor Cheryl Selby)

Attachments

None



Bicycle and Pedestrian Advisory Committee

Downtown Street Improvements Update

Agenda Date: 11/15/2017
Agenda Item Number: 6.B
File Number: 17-1170

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

Title

Downtown Street Improvements Update

Recommended Action

Information only. No action requested.

Report

Issue:

Briefing on upcoming downtown street improvement projects.

Staff Contact:

Sophie Stimson, Senior Planner, Public Works Transportation, 360.753.8497

Presenter(s):

Sophie Stimson

Background and Analysis:

The *Olympia Downtown Strategy*, accepted by the City Council earlier this year, guides the near-term development of downtown, including transportation. As part of the City's Pavement Management Program, we will repave four downtown streets. To be consistent with the *Downtown Strategy*, we will also go beyond paving on those projects to including some place-making elements and improvements to walking, biking, and transit.

Options:

None - discussion only

Financial Impact:

None from this briefing

Attachments:

[Link to Downtown Strategy](#)



Bicycle and Pedestrian Advisory Committee

Officer Elections

Agenda Date: 11/15/2017
Agenda Item Number: 6.C
File Number: 17-1171

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

Title

Officer Elections

Recommended Action

Move to elect a Committee Chair and Vice Chair

Report

Issue:

The City's Rules of Procedure for Advisory Committees state that committees must elect officers each year at the November or December meeting. The BPAC does not meet in December 2017. Those elected will serve a one-year term beginning in January 2018.

Staff Contact:

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

Presenter(s):

Michelle Swanson

Background and Analysis:

The BPAC Chair's primary responsibilities include:

- Agenda planning, with help from the staff liaison
- Representing the committee at other meetings from time to time
- Meeting facilitation
- Draft memos to City Council from comments made during BPAC meetings, with help from the staff liaison when requested

The time commitment typically includes a 30-minute phone call two weeks before BPAC meetings and another 30-minute phone call following each meeting. Additional meetings are about 2-3 per year and could be more.

The role of the Vice Chair is to fill in for the Chair when needed. On some advisory committees, the Chair and Vice Chair trade off attending outside meetings if the meeting schedule gets heavy. Also, the committee may choose to send another representative if the Chair or Vice Chair are unable to

attend.

Please consider nominating yourself or another member of the committee to serve as either Chair or Vice Chair.

Options:

This is routine committee business.

Financial Impact:

There is no financial impact of this item.



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Bicycle and Pedestrian Advisory Committee

Housekeeping: Quick Reference Work Plan

Agenda Date: 11/15/2017
Agenda Item Number: 7.A
File Number: 17-1133

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

Title

Housekeeping: Quick Reference Work Plan

2017-8 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
May 17th	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 13th	<i>Parking Strategy Open House</i>	<i>2 hours</i>	<i>None</i>
July 19th	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 20th	US 101/West Olympia Access ➤ Discussion	30 min	Comments to staff
	CFP Memo ➤ Discussion	45 min	Memo to Council
	Parliamentary procedure training ➤ Briefing	10 min	None
November 15th	Council Referral ➤ Briefing on City efforts to work with n'hoods on safe walking & biking routes to school	30 min	None
	Downtown street improvements	40 min	Comments to staff
	Officer elections	15 min	Chair, Vice Chair elected for 2018

2017-8 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
January 17 th 2018	Transportation Master Plan		
	2018-19 Work Plan		Work Plan to Council
March 21 st 2018	Action Plan ➤ Briefing ➤ Discussion	40 min	Comments to staff