



# Meeting Agenda

## Bicycle and Pedestrian Advisory Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Michelle  
Swanson  
360.753.8575

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**Wednesday, February 21, 2018**

**6:15 PM**

**Council Chambers**

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**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** [18-0157](#) Approval of November 15, 2017 Bicycle Pedestrian Advisory Committee Meeting Minutes

Attachments: [Draft MeetingMinutes 111517](#)

(6:19 - 6:21)

**3.B** [18-0158](#) Approval of January 17, 2018 Bicycle Pedestrian Advisory Committee Meeting Minutes

Attachments: [Draft MeetingMinutes 011718](#)

(6:21 - 6:22)

**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** [18-0159](#) West Bay Park Debrief

Attachments: [Hyperlink to West Bay Park page](#)

(6:40 - 7:00)

**6.B** [18-0178](#) Action Plan Briefing

Attachments: [Action Plan \(website\)](#)

[Annual Cycle](#)

[Community Indicators](#)

(7:00 - 7:25)

**6.C**     [18-0161](#)     2018-19 BPAC Work Plan

**Attachments:**    [Draft Work Plan 2018-2019](#)  
                              [Draft 2018-19 Quick Reference Work Plan](#)

(7:25 - 8:05)

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

[18-0162](#)     Housekeeping: Quick Reference Work Plan

**Attachments:**    [February 2017-2018 quick reference work plan](#)

**9.        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.*



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

## **Bicycle and Pedestrian Advisory Committee**

### **Approval of November 15, 2017 Bicycle Pedestrian Advisory Committee Meeting Minutes**

**Agenda Date:** 2/21/2018  
**Agenda Item Number:** 3.A  
**File Number:** 18-0157

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

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#### **Title**

Approval of November 15, 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

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**Wednesday, November 15, 2017**

**6:15 PM**

**Room 207**

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

Chair Copley called the meeting to order at 6:15 p.m.

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

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

**Excused:** 2 - Committee member Rebecca Brown and Committee member Barb Bumann

**OTHERS PRESENT:**

City Staff:

Michelle Swanson, Senior Program Specialist, Public Works Transportation

Sophie Stimson, Senior Planner, Public Works Transportation

Randy Wesselman, Engineering & Planning Manager, Public Works Transportation

Heather Reed, Program Assistant, Public Works Transportation

Private citizens:

Laura Schleyer

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

The agenda was approved.

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

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

The minutes were approved.

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

Laura Schleyer spoke to the committee.

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

Chair Copley and Ms. Swanson made announcements.

**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

Mr. Wesselman provided a briefing on City efforts to work with neighborhoods and the Olympia School District (OSD) on safe walking and biking routes to schools while utilizing and adapting standards from the Manual on Uniform Traffic Control Devices (MUTCD).

**The discussion was completed.**

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

Sophie Stimson, Senior Planner, provided a briefing on upcoming downtown street improvement projects, which are included in the *Olympia Downtown Strategy*.

**The report was received.**

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

Nominations and elections were held. Chair Copley facilitated. Committee member Scott Morgan was elected as Chair and committee member Brittany Yunker Carlson was elected as Vice Chair for terms to run from January 1, 2018 through December 31, 2018.

**The decision was approved.**

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

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

**The report was received.**

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

Chair Copley adjourned the meeting at 8:15 p.m.



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360-753-8244

## **Bicycle and Pedestrian Advisory Committee**

### **Approval of January 17, 2018 Bicycle Pedestrian Advisory Committee Meeting Minutes**

**Agenda Date:** 2/21/2018  
**Agenda Item Number:** 3.B  
**File Number:** 18-0158

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

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**Title**

Approval of January 17, 2018 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

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Wednesday, January 17, 2018

6:00 PM

Council Chambers

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### Potential Quorum of the BPAC Committee

#### 1. ROLL CALL

**Present:** 7 - Chair Scott Morgan, Committee member Alison Bremner, Committee member Rebecca Brown, Committee member Barb Bumann, Committee member David Copley, Committee member Kris Fransen and Committee member Jan Vleck

**Excused:** 1 - Vice Chair Brittany Yunker Carlson

**Absent:** 1 - Committee member Christina Lock Noddings

#### 2. BUSINESS ITEMS

##### 2.A. [18-0073](#) Public Meeting: West Bay Parks & Restoration Alternatives Development

Seven members of the Bicycle & Pedestrian Advisory Committee attended the West Bay Parks & Restoration Alternatives Development public meeting, hosted by City staff. Committee members shared their feedback with City staff.

**Discussion only.**

#### 3. ADJOURNMENT

#### 4. Accommodations



## Bicycle and Pedestrian Advisory Committee

### West Bay Park Debrief

**Agenda Date:** 2/21/2018  
**Agenda Item Number:** 6.A  
**File Number:** 18-0159

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

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#### **Title**

West Bay Park Debrief

#### **Recommended Action**

Discussion only. No action requested.

#### **Report**

##### **Issue:**

For the January meeting, the BPAC attended the public meeting on the West Bay Restoration and Park Master Plan project. This is an opportunity to talk about that meeting and next steps.

##### **Staff Contact:**

Laura Keehan, Parks Planning & Design Manager, Parks, Arts & Recreation, 360.570.5855

##### **Presenter(s):**

Laura Keehan

##### **Background and Analysis:**

The City is developing a plan to restore the shoreline and build a park along West Bay. The park will include recreational amenities, including a waterfront trail. The trail is of interest to the BPAC.

Last month, the BPAC attended a larger public meeting on the project, and members shared their feedback with the design team.

At this meeting, staff will bring the Committee up to date on the public feedback we have received so far. We will also share next steps on the project. Staff would also like to hear what members of the Committee think of the project and the process so far.

##### **Options:**

None - discussion only

##### **Financial Impact:**

This planning process was funded in the *2017-2022 Capital Facilities Plan*.

##### **Attachments:**



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

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Link to West Bay Park web page



## Bicycle and Pedestrian Advisory Committee

### Action Plan Briefing

**Agenda Date:** 2/21/2018  
**Agenda Item Number:** 6.B  
**File Number:** 18-0178

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

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#### Title

Action Plan Briefing

#### Recommended Action

Information only; no action requested.

#### Report

##### Issue:

Members of the Bicycle and Pedestrian Advisory Committee (BPAC) will receive a briefing on the Action Plan, including the results of a citizen survey conducted by Elway Research and an update on the Community Indicator Dashboard.

**Staff Contact:** Stacey Ray, Senior Planner, Administrative Services, 360.753.8046

**Presenter(s):** Stacey Ray, Senior Planner

#### Background and Analysis:

In 2014, City Council (Council) adopted a broad and ambitious Comprehensive Plan vision for our community, and shortly after accepted a new and strategic approach to achieving that vision, called the Action Plan (Attachment 1).

The Action Plan identifies strategies and actions for achieving the vision, organizing them into five different action areas: Community, Safety & Health; Downtown; Economy; Environment; and Neighborhoods. It also establishes 31 community indicators to help us track, share, and evaluate our progress in each of these action areas. All but two measures have data.

2018 will be the first year in which the City can now use data from these indicators to inform its priorities, work plans, and the capital facilities plan and budget. Attachment 2 shows how this can be accomplished through an annual cycle that emphasizes priorities, performance, and investment. This cycle combines the Action Plan annual cycle with our City's annual budget and capital facilities planning processes. It establishes a consistent and predictable pattern for the City to engage key stakeholders, partners, and community members each year in carrying out the Action Plan strategies and actions.

As highlighted in the cycle, the first quarter of each year is primarily dedicated to learning and engaging - reflecting on recent accomplishments and what the dashboard indicators tell us about progress toward the Comprehensive Plan's vision. It's also an opportunity to share what we learn, and use it to guide a broader community conversation on citizen interests and priorities.

Staff will introduce two tools that contribute significantly to our learning in 2018: a recently completed citizen survey and the Action Plan Community Indicator Dashboard.

### Citizen Survey

City staff contracted with Stuart Elway, Elway Research, Inc., and Larisa Benson, The Athena Group, to assist in designing, distributing, and analyzing the results of a citizen survey. The survey questions were designed to inform City outreach and engagement methods, City investment and budgeting priorities, and four dashboard indicators. Staff will highlight several examples from the final report of how the survey results can inform work planning and community engagement efforts.

### Community Indicator Dashboard

The Action Plan includes a Community Indicator dashboard with 31 indicators. Like the dashboard on a car, indicators serve as "check engine" lights, in that they call our attention to areas of our community's vision that may need to be looked at closer.

Indicators are different than performance measures. Indicators help us understand how the community is progressing toward the vision described in the Comprehensive Plan. Data for the indicators may be influenced by City initiatives or actions, but are also influenced by the broader community. Performance measures, on the other hand, measure how well a specific program, agency, or service system is working.

Staff will share how the information from the indicator dashboard can inform work planning and community engagement, and provide an update on an upcoming community conversation, including what City Council has confirmed are the purpose and objectives for the conversation.

### **Neighborhood/Community Interests (if known):**

This topic has widespread impact and interest among community members.

### **Options:**

None; briefing only.

### **Financial Impact:**

None; briefing only.

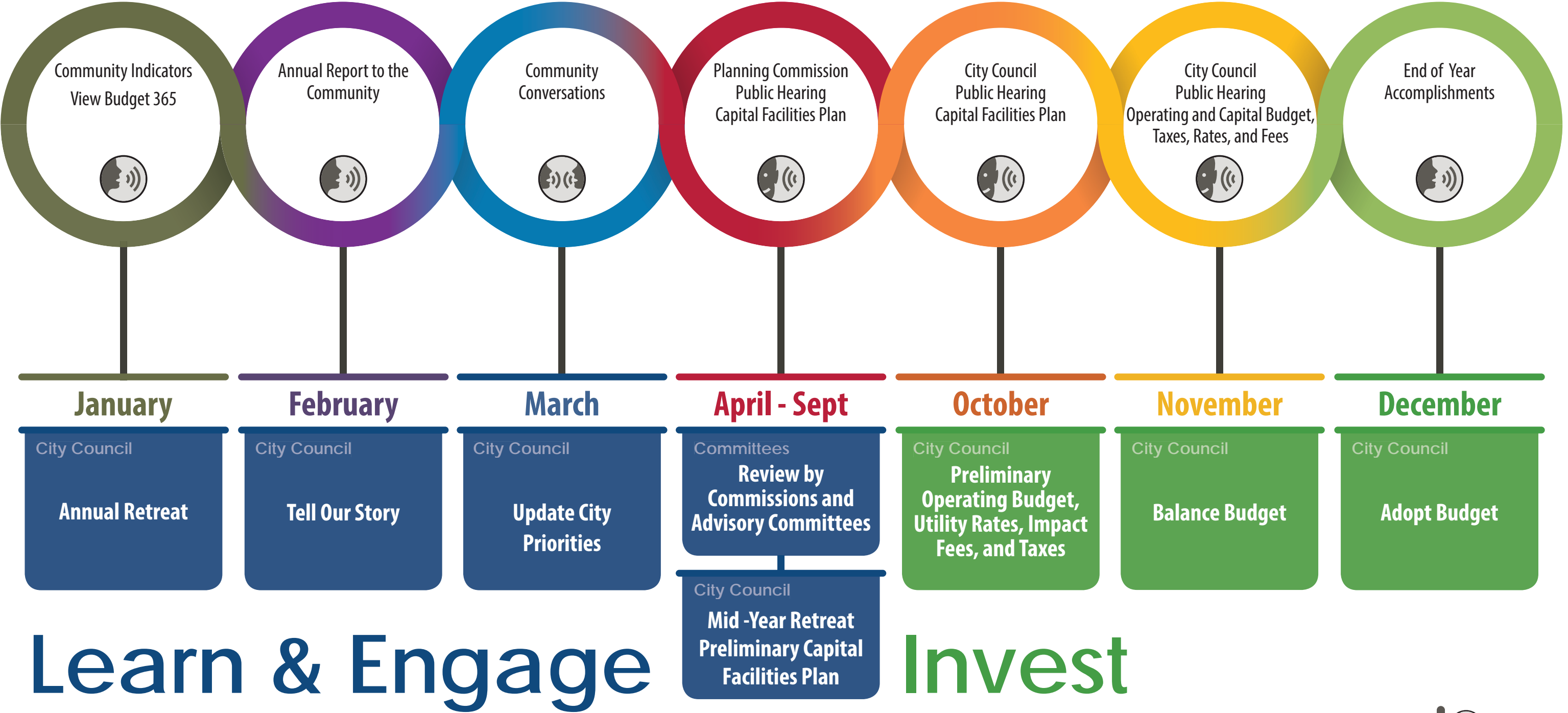
### **Attachments:**

Action Plan (link to the City website)

Annual Cycle: Performance, Priorities, and Investments

Community Indicator Dashboard


















**Key**

- Inform
- Involve
- Consult






## Community, Safety, & Health

BASELINE	MOST RECENT	GOAL	TARGET	STATUS
<b>Citizen Satisfaction with their Involvement in City Decision Making</b>				
57% very or mostly satisfied (2014)	75% very or mostly satisfied (2017)	Increase	TBD	
▶ <a href="#">More information...</a>				
<b>High School 5-year Graduation Rates</b>				
86.3% (Class of 2013)	91.6% (Class of 2015)	Increase	1-5% annual increase	
▶ <a href="#">More information...</a>				
<b>Number of Individuals who are Homeless in Thurston County</b>				
441 (2006)	579 (2017)	Decrease	TBD	
▶ <a href="#">More information...</a>				
<b>Participation in Parks, Arts and Recreational Activities (Hours)</b>				
244,570 (2015)	250,301 (Oct 2016-Sept 2017)	Increase (2% annually)	255,300 (Oct 2017-Sept 2018)	
▶ <a href="#">More information...</a>				
<b>Percentage of Total Calls which are Mental Health Related</b>				
Fire/Medical: 13.7% (2017) Police: TBD	Fire/Medical: 13.7% (2017) Police: TBD	Decrease	TBD	
<b>Residents who have Nearby Access to a Source of Healthy Food (%)</b>				
47.8% (2017)	47.8% (2017)	Increase	TBD	
▶ <a href="#">More information...</a>				
<b>Emergency Fire and Medical Response Times</b>				
10.00 mins or less in 9/10 calls (2016)	9/10 in 9:53 (min/sec) or less (2017)	Decrease	9/10 calls in 6:00 (min/sec) or less	
▶ <a href="#">More information...</a>				
<b>How Safe do Residents Feel in Olympia?</b>				
92% reported generally feeling safe	92% reported generally feeling safe	Increase	TBD	

## Downtown


BASELINE	MOST RECENT	GOAL	TARGET	STATUS
<b>Sales Tax Revenue</b>				
\$1,472,227 (2016)	\$1,545,680 (2017)	Increase	1-5% annual increase	
<a href="#">More information...</a>				
<b>Housing Mix (Market Rate to Low Income Ratio)</b>				
43% market rate 57% low-cost in (2015)	57% market rate 43% low-cost in (2017)	Increase (market-rate)	TBD	
<a href="#">More information...</a>				
<b>Peak Hour Weekday Parking Occupancy</b>				
69% (March 2015)	77% (June 2017)	Maintain	Between 70-85%	
<a href="#">More information...</a>				
<b>Retail/Office Vacancy Rates (%)</b>				
2.2% (2017)	2.2% (2017)	Maintain	5-7%	
<b>Citizens Rating Downtown as Clean and safe</b>				
78% Daytime 37% Nighttime (2017)	78% Daytime 37% Nighttime (2017)	Increase	Increase	
<a href="#">More information...</a>				
<b>Community-wide Arts Venues or Special Events</b>				
72 Venues 19 Events (2017)	72 Venues 19 Events (2017)	Maintain	TBD	
<a href="#">More information...</a>				
<b>Number of Historic and Cultural Sites</b>				
TBD	TBD	Increase	TBD	

## Economy





BASLINE	MOST RECENT	GOAL	TARGET	STATUS
<b>Gross Local Production</b>				
\$11,815,037,000 (2015)	\$12,262,436,000 (2016)	Increase	TBD	
<b>Number of Arts-related Businesses</b>				
410 (2010)	333 (2017)	Increase	TBD	
<a href="#">▶ More information...</a>				
<b>Jobs that are Living Wage or Higher (%)</b>				
91.46% (1 adult) 83.29% (2 adult/2 children)	TBD	Increase	TBD	
<b>Business Owners Rating Olympia as a Good Place to do Business (%)</b>				
TBD	TBD	TBD	TBD	
<b>Condition of City Infrastructure</b>				
B-minus	B-minus	Increase	B or better	
<a href="#">▶ More information...</a>				



## Environment

BASELINE	MOST RECENT	GOAL	TARGET	STATUS
<b>Tons of Solid Waste Going to Landfill (lbs/capita)</b>				
4.3 lbs / capita / day (2006)	3.13 lbs/ capita/ day (2016)	Decrease	5% reduction by 2020	
<a href="#">More information...</a>				
<b>Compliance with Drinking Clean Water Standards (%)</b>				
100% (2015)	100% (2017)	Maintain	100%	
<a href="#">More information...</a>				
<b>People Walking, Biking and Riding the Bus (%)</b>				
22.3% (2015)	22% (2017)	Increase	TBD	
<a href="#">More information...</a>				
<b>Greenhouse Gas Emissions (Metric Tons)</b>				
541,498 (1990)	579,000 (2014)	Decrease	108,300 metric tons	
<a href="#">More information...</a>				
<b>Preserved Green Space for Public Use or Environmental Benefit</b>				
3.5 acres per 100 residents (2017)	3.5 acres per 100 residents (2017)	Increase	TBD	
<b>City-owned Sites with Contaminated Soil Cleaned Up (%)</b>				
22% (2017)	22% (2017)	Increase	100%	
<a href="#">More information...</a>				

## Neighborhoods

BASLINE	MOST RECENT	GOAL	TARGET	STATUS
<b>Residents Rating their Neighborhood as Desirable Place to Live (%)</b>				
85% excellent or very good (2014)	85% excellent or very good (2014)	Increase	TBD	
<a href="#">▶ More information...</a>				
<b>Percentage of City Located within 1/2 Mile of Park or Open Space</b>				
56.6% (2015)	60.3% (2017)	Increase	90%	
<a href="#">▶ More information...</a>				
<b>Households within Recognized Neighborhood Associations (%)</b>				
59.8 % (2017)	59.8 % (2017)	Increase	TBD	
<b>Residents Rating their Neighborhood as Safe (%)</b>				
98% Daytime 86% Nighttime (2017)	98% Daytime 86% Nighttime (2017)	Increase	TBD	
<b>Households within 1/2 Mile Walking Route to Meet Daily Needs (%)</b>				
69.5% (2017)	69.5% (2017)	Increase	TBD	





## Bicycle and Pedestrian Advisory Committee

### 2018-19 BPAC Work Plan

**Agenda Date:** 2/21/2018  
**Agenda Item Number:** 6.C  
**File Number:** 18-0161

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

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#### **Title**

2018-19 BPAC Work Plan

#### **Recommended Action**

Move to accept the draft 2018-19 BPAC Work Plan and forward it to the City Council for approval

#### **Report**

##### **Issue:**

The BPAC Work Plan shows the topics the committee will work on during the upcoming year. This is an opportunity to discuss the draft Work Plan, make changes, accept it, and forward it to the City Council for approval.

#### **Staff Contact:**

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

#### **Presenter(s):**

Michelle Swanson

#### **Background and Analysis:**

##### Process

Each year, Olympia advisory committees submit draft work plans to the City Council's General Government Committee. After reviewing the work plans, the General Government Committee makes a recommendation to the City Council on whether to accept them. Advisory committee work plans are defined from April 2018 to March 2019.

##### Work Plan Content

The draft 2018-19 Work Plan includes:

- Participating in creating the Transportation Master Plan
- Providing input on design decisions for the downtown streets projects
- Scope the current deficiencies in bike facilities across the Isthmus
- Briefings on a collision analysis, bike parking in new development, and the Action Plan
- Reviewing Engineering Development & Design Standards

These are all in addition to the committee's annual review of the *Capital Facilities Plan*.

Attached is a draft 2018 Work Plan for the BPAC and a quick reference version of it. The quick reference version outlines how the topics on the Work Plan might be addressed meeting by meeting. It is a working document that is updated before each BPAC meeting.

The BPAC Work Plan interfaces with City staff's work plan. Staff is able to support 7 BPAC meetings in the calendar year of 2018. Please note that this Work Plan covers the period from April 2018 - March 2019.

**Options:**

Option 1: Accept the draft work plan

Option 2: Change and accept the draft work plan

If the committee does not accept a work plan at this meeting, it may miss the deadline to submit the Work Plan to the General Government Committee.

**Financial Impact:**

None noted

**Attachments:**

Work Plan

Quick Reference version of work plan

## Bicycle and Pedestrian Advisory Committee (BPAC) 2018 Work Plan April 2018 - March 2019 Work Plan

*The BPAC will hold seven full committee meetings in 2018. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.*

### Section 1. 2018 Policy Issues - Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, staff estimates that there is sufficient professional and administrative staff time to accomplish the Section #1 in 2018-19.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 20%

Title Description	Committee Lead and Commitment  <i>Committee hours, not individuals.</i>	Staff Commitment  <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule  <i>Estimated timeline from start to finish.</i>	Budget Implications
<b>1.a. Capital Facilities Plan annual review:</b> Review bicycle- and pedestrian-related CFP programs and priorities.  <b>Deliverable:</b> Recommendation to City Council	Full committee: 2-3 hours	Transportation staff: 3-4 hours	July - September	Budget implications identified during development of the Capital Facilities Plan
<b>1.b. Special Projects and Studies:</b> As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study.  <b>Deliverable:</b> Recommendations to City Council as identified in project/study scope	Full committee: 1-2 hours depending on projects	Transportation staff: 2-4 hours depending on projects	Ongoing	Budget implications addressed through larger project scope

**SECTION 2.****2018 Program Implementation and/or Input to Staff**

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from the committee is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2018 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 80%

<b>Title Description</b>	<b>Committee Lead and Commitment</b>	<b>Staff Commitment</b>	<b>Schedule</b>	<b>Budget Implications</b>
<b>2.a. Transportation Master Plan:</b> Participate in the creation of a Transportation Master Plan.  <b>Deliverable:</b> Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	April 2018 - March 2019	None anticipated
<b>2.b. Downtown Streets Reconstruction Projects:</b> Provide input on design decisions for the streets to be reconstructed as part of the Downtown Strategy.  <b>Deliverable:</b> Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	April - March 2019	None anticipated
<b>2.c. Isthmus bike route:</b> Scope current deficiencies in bike facilities across the Isthmus to the westside. The results of the scoping process and any proposed solutions can be integrated into the Transportation Master Plan and other City planning processes.  <b>Deliverable:</b> Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	May - July	None in short term
<b>2.d. Action Plan:</b> Briefing on Action Plan progress to date, including indicator data (as available), actions accomplished and/or underway, and Council emphasis areas.  <b>Deliverable:</b> Comments to staff.	Full committee: 1-2 hours	CPD Staff: 2-4 hours  Transportation staff: 1-2 hours	Jan - March 2019	None anticipated

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<b>2.e. Collision analysis:</b> Briefing on collisions involving bicyclists and pedestrians and what is understood about them.  <b>Deliverable:</b> Comments to staff	Full committee: 1-2 hours	Transportation staff: 2-4 hours		None anticipated
<b>2.f. Bicycle Parking in New Development:</b> Follow up on bicycle parking code enforcement with staff.  <b>Deliverable:</b> Comments to staff on implementation	Full committee: 1-2 hours	CP&D staff: 1-2 hours Transportation staff: 1-2 hours	January 2019	None anticipated
<b>2.g. Engineering Design and Development Standards (EDDS):</b> As appropriate, review and comment on revisions to the EDDS.  <b>Deliverable:</b> Comment to staff and/or recommendation to Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	July - September	None anticipated
<b>2.h. Project review:</b> As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related CFP projects and relevant County or State projects.  <b>Deliverable:</b> Comments to staff on scope, design, implementation issues.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	On-going	None anticipated



## 2018-9 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
<b>May 16<sup>th</sup></b>	EDDS ➤ Briefing, discussion	25 min	May comment to Council
	Downtown streets projects ➤ Update on project	25 min	Comments to staff
	Isthmus bike route ➤ Discussion: scope current deficiencies in bike facilities to westside	35 min	Comments to staff
<b>July 18<sup>th</sup></b>	Transportation Master Plan ➤ Briefing	30 min	Comments to staff
	Capital Facilities Plan ➤ Briefing ➤ Form CFP Subcommittee	30 min	Subcommittee
	Isthmus bike route ➤ Discussion: possible solutions to Isthmus bike route	25 min	Comments to staff
<b>September 19<sup>th</sup></b>	CFP Memo ➤ Discussion	45 min	Memo to Council
	Collision analysis		
<b>November 14<sup>th</sup></b>	Downtown Streets		
	Officer elections	15 min	Chair, Vice Chair elected for 2019

**2018-9 BPAC Quick Reference Work Plan**

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



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## **Bicycle and Pedestrian Advisory Committee**

### **Housekeeping: Quick Reference Work Plan**

**Agenda Date:** 2/21/2018  
**Agenda Item Number:**  
**File Number:** 18-0162

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

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**Title**

Housekeeping: Quick Reference Work Plan

## 2017-8 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
May 17 <sup>th</sup>	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 13 <sup>th</sup>	Parking Strategy Open House	2 hours	None
July 19 <sup>th</sup>	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 20 <sup>th</sup>	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 15 <sup>th</sup>	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 <sup>th</sup> 2018	West Bay Park Restoration and Master Plan ➤ Attend public meeting	2 hours	Comments to staff
February 21 <sup>st</sup> , 2018	West Bay Debrief	20 min	Comments to staff
	Action Plan ➤ Briefing ➤ Discussion	25 min	Comments to staff
	2018-19 Work Plan	40 min	Work Plan to Council
March 21 <sup>st</sup> 2018			
	Transportation Master Plan	45 min	