



Meeting Agenda

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle
Swanson
360.753.8575

Wednesday, November 14, 2018	6:15 PM	Council Chambers
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1. CALL TO ORDER (6:15 - 6:16)

1. A ROLL CALL (6:16 - 6:18)

2. APPROVAL OF AGENDA (6:18 - 6:20)

3. APPROVAL OF MINUTES (6:20 - 6:23)

3. A [18-1087](#) Approval of September 19, 2018 BPAC Meeting Minutes

Attachments: [Draft BPAC Meeting Minutes 9.19.18](#)

4. PUBLIC COMMENT

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 [18-1080](#) Collisions Involving Bicyclists & Pedestrians Briefing
(6:40 - 7:10)

6. B [18-1081](#) Transportation Master Plan Update
Attachments: [Story map link](#)
(7:10 - 7:50)

6. C [18-1082](#) Officer Elections
(7:50 - 8:05)

7. [18-1083](#) Housekeeping: Quick Reference Work Plan
Attachments: [Quick Reference Work Plan - November](#)

(8:05 - 8:15)

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.



Meeting Minutes

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle Swanson
360.753.8575

Wednesday, September 19, 2018

6:15 PM

Council Chambers

CALL TO ORDER

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

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

Present: 6 - Chair Scott Morgan, Vice Chair Brittany Yunker Carlson, Committee member Alison Bremner, Committee member Rebecca Brown, Committee member Barb Bumann and Committee member Jan Vleck

Excused: 1 - Committee member Kris Fransen

Absent: 1 - Committee member David Coppley

OTHERS PRESENT

Parking Program Analyst Max DeJarnatt
Senior Planner Sophie Stimson
Senior Program Specialist/BPAC Staff Liaison Michelle Swanson

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

The agenda was approved.

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

3a. [18-0878](#) Approval of BPAC July 18, 2018 Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT (6:22 - 6:30) - None

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

Chair Morgan and Ms. Swanson made announcements.

6. BUSINESS ITEMS

6. A [18-0870](#) Draft Downtown Parking Strategy Briefing

Mr. DeJarnatt briefed the Committee.

The discussion was completed.

6. B [18-0879](#) Transportation Master Plan Update

Ms. Stimson and Ms. Swanson updated the Committee.

The report was received.

6. C [18-0880](#) Discuss and Comment on *2019-2024 Preliminary Capital Facilities Plan*

CFP Subcommittee Chair Bremner and Ms. Swanson briefed the Committee.

The discussion was completed.

7. HOUSEKEEPING

[18-0881](#) Housekeeping: Quick Reference Work Plan

The information was received.

8. ADJOURNMENT (8:15)

Chair Morgan adjourned the meeting at 8:22 p.m.



Bicycle and Pedestrian Advisory Committee

Collisions Involving Bicyclists & Pedestrians Briefing

Agenda Date: 11/14/2018
Agenda Item Number: 6. A
File Number: 18-1080

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

Title

Collisions Involving Bicyclists & Pedestrians Briefing

Recommended Action

Information only. No action requested.

Report

Issue:

Briefing on what we know about collisions involving people walking and biking.

Staff Contact:

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

Presenter:

Michelle Swanson

Background and Analysis:

Last year, the BPAC requested information on traffic collisions that involve people walking and biking. Staff will update the Committee on what we know about these collisions.

Options:

None - briefing only.

Financial Impact:

There are no financial impacts from this briefing.



Bicycle and Pedestrian Advisory Committee

Transportation Master Plan Update

Agenda Date: 11/14/2018
Agenda Item Number: 6. B
File Number: 18-1081

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

Title

Transportation Master Plan Update

Recommended Action

Information only. No action requested.

Report

Issue:

Staff will brief the Committee on the results of the recent public outreach effort on the Transportation Master Plan.

Staff Contact:

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

Presenter:

Sophie Stimson

Background and Analysis:

Staff has recently wrapped up the first phase of public outreach on the Transportation Master Plan. We will share the results of that outreach with the Committee. If Committee members wish to see a preview, please see the survey results in the Transportation Master Plan story map. We also will have a summary of the responses to the open-ended questions to share.

Options:

None - briefing only.

Financial Impact:

There will be no financial impact from this discussion.

Attachments:

Story map link



Bicycle and Pedestrian Advisory Committee

Officer Elections

Agenda Date: 11/14/2018
Agenda Item Number: 6. C
File Number: 18-1082

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 2018. 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:

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 or in-person meeting 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.

2018-9 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
May 16 th	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 18 th	Capital Facilities Plan ➤ Briefing ➤ Form CFP Subcommittee	30 min	Subcommittee
	Transportation Master Plan ➤ Review pedestrian network ➤ Revisit bike network planning ➤ Scope current deficiencies in bike facilities across Isthmus to westside	55 min	Comments to staff
September 19 th	Draft Downtown Parking Strategy Briefing	15 min	Comments to staff
	Transportation Master Plan Update	25 min	Comments to staff
	CFP Memo ➤ Discussion	45 min	Memo to Council
November 14 th	Collision analysis	30 min	
	Transportation Master Plan ➤ Report on public outreach ➤ Continue discussion on low-stress bike network	40 min	
	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 th 2019	Bike parking in new construction ➤ Briefing	35 min	
	Downtown Streets		
	2018-19 Work Plan		Work Plan to Council
March 20 th 2019	Action Plan ➤ Briefing ➤ Discussion	40 min	Comments to staff