



# 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, March 20, 2019**

**6:15 PM**

**Council Chambers**

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

**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 [19-0267](#) Approval of BPAC February 20, 2019 Meeting Minutes**

**Attachments:** [BPAC Draft Meeting Minutes 2-20-19](#)

**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.A [19-0268](#) Transportation Master Plan Briefing**

**Attachments:** [Link to TMP web page](#)

(6:40 - 7:25)

**6.B [19-0269](#) Key Results Measures Briefing**

(7:25 - 8:05)

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

**7.A [19-0270](#) Housekeeping: Quick Reference Work Plan**

**Attachments:** [Quick Reference Work Plan 2019](#)

**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.*



## Bicycle and Pedestrian Advisory Committee

### Approval of BPAC February 20, 2019 Meeting Minutes

**Agenda Date:** 3/20/2019  
**Agenda Item Number:** 3.A  
**File Number:** 19-0267

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

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**Title**

Approval of BPAC February 20, 2019 Meeting Minutes

**Recommended Action**

N/A

**Report**

**Issue:**

N/A

**Attachments:**

BPAC Draft Meeting Minutes 2-20-19



# 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, February 20, 2019**

**6:15 PM**

**Room 207**

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

Chair Yunker Carlson called the meeting to order at 6:17 p.m.

**ROLL CALL (6:16 - 6:17)**

**Present:** 7 - Vice Chair Brittany Yunker Carlson, 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 - Chair Scott Morgan

**OTHERS PRESENT**

Transportation Associate Planner/BPAC Staff Liaison Michelle Swanson, Transportation Program Assistant Kristin Gilkerson, CP&D Senior Planner Nicole Floyd

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

The agenda was approved.

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

The minutes were approved.

**3.A** [19-0187](#) Approval of November 14, 2018 Meeting Minutes

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

Karen Messmer submitted written public comment, which Staff Liaison Michelle Swanson distributed to Committee members and members of the public in attendance.

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

Chair Yunker Carlson, Vice Chair Bumann, Committee member Brown, Committee member Bremner, and Ms. Swanson made announcements.

**6. BUSINESS ITEMS**

**6.A** [19-0188](#) Representatives for City Work Group on Boulevard Road Parcel

**Committee member Copley moved, Vice Chair Bumann seconded, to have Committee member Bremner serve on the Boulevard Road City work group and for Committee member Brown to be the alternate. Motion carried by unanimous vote.**

- 6.B**     [19-0189](#)     Report on Enforcement of Code Requirements for Bicycle Parking on New Construction

The report was received.

**Information only. No action requested.**

- 6.C**     [19-0191](#)     Draft 2019-20 BPAC Work Plan

**Committee member Copley moved, Committee member Vleck seconded, to amend section 2d of the draft 2019-20 BPAC work plan to list the deliverable as "Comments to staff and/or recommendation to Council." Motion carried by unanimous vote.**

**Vice Chair Bumann moved, Committee member Copley seconded, to approve the amended work plan and recommend it to the General Government Committee. Motion carried by unanimous vote.**

- 6.D**     [19-0192](#)     Evaluate and Recommend New BPAC Member Applications

**Committee member Vleck moved, Committee member Brown seconded, to forward candidates 3, 6, 12, and 7 to the General Government Committee for consideration. Committee member Copley moved, Committee member Brown seconded, to amend the motion on the floor with a request to rank recommendations in priority order. Motion carried by unanimous vote.**

**7.     HOUSEKEEPING (8:05 - 8:15)**

- 7.A**     [19-0193](#)     Housekeeping: Quick Reference Work Plan

**The discussion was completed.**

**9.     ADJOURNMENT (8:15)**

The meeting adjourned at 8:28 pm.



## Bicycle and Pedestrian Advisory Committee

### Transportation Master Plan Briefing

**Agenda Date:** 3/20/2019  
**Agenda Item Number:** 6.A  
**File Number:** 19-0268

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

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#### Title

Transportation Master Plan Briefing

#### Recommended Action

Information only. No action requested.

#### Report

##### Issue:

Staff has continued to work on the Transportation Master Plan (TMP). We will share what we have done on the TMP so far and ask for the Committee's feedback.

##### Staff Contact:

Sophie Stimson, Transportation Planning Supervisor, Public Works | Transportation, 360.753.8497.

##### Presenter(s):

Sophie Stimson

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

##### Background and Analysis:

The last time staff briefed the BPAC on the TMP was in November 2018. Since then, we have continued to refine the low-stress bike network. We have also made progress on how to measure "concurrency."

Concurrency is how we measure the impact of new development on our transportation system. Right now, Olympia's concurrency program is based on delay to motor vehicles. One of the expected outcomes of the Transportation Master Plan is a concurrency program that accounts for all modes of transportation.

Staff will brief the Committee on the low-stress bike network, direction of the concurrency program, and overall progress in developing the plan.

We welcome the Committee's feedback as we prepare for a similar City Council briefing on March 26th.

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

N/A

**Options:**

None - briefing only

**Financial Impact:**

No expected impact from this discussion

**Attachments:**

Link to TMP webpage



## Bicycle and Pedestrian Advisory Committee

### Key Results Measures Briefing

**Agenda Date:** 3/20/2019  
**Agenda Item Number:** 6.B  
**File Number:** 19-0269

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

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**Title**

Key Results Measures Briefing

**Recommended Action**

Information only. No action requested.

**Report**

**Issue:**

Staff has been developing new ways to measure the transportation system. We will share our work so far and ask for the Committee's feedback.

**Staff Contact:**

Sophie Stimson, Transportation Planning Supervisor, Public Works | Transportation, 360.753.8497.

**Presenter:**

Sophie Stimson

**Background and Analysis:**

Olympia measures the transportation system in order to:

- Understand how well it functions, and
- Measure progress towards meeting our Comprehensive Plan goals.

With new types of software and data, we can measure the system differently. The metrics we are developing help inform decision-making at all levels of the organization - from staff work groups to the City Council. We report two of these metrics to the community through the annual Action Plan.

Staff would like to share the metrics with the BPAC and hear the Committee's feedback.

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

N/A

**Options:**

None - briefing only



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

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**Financial Impact:**  
None - briefing only

**Attachments:**  
None



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360-753-8244

## Bicycle and Pedestrian Advisory Committee

### Housekeeping: Quick Reference Work Plan

**Agenda Date:** 3/20/2019  
**Agenda Item Number:** 7.A  
**File Number:** 19-0270

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

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**Title**

Housekeeping: Quick Reference Work Plan

**Recommended Action**

N/A

**Report**

**Issue:**

N/A

**Attachments:**

Quick Reference Work Plan 2019

### 2019-20 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
<b>May 15<sup>th</sup></b>	EDDS ➤ Briefing	15 min	May comment to Council
	Downtown streets projects ➤ Update on project		Comments to staff
<b>July 17<sup>th</sup></b>	Capital Facilities Plan ➤ Briefing ➤ Form CFP Subcommittee	30 min	Subcommittee
	Transportation Master Plan		
<b>September 18<sup>th</sup></b>			
	CFP Memo ➤ Discussion	45 min	Memo to Council
<b>November 20<sup>th</sup></b>	Collision analysis	30 min	
	Transportation Master Plan		
	Officer elections	15 min	Chair, Vice Chair elected for 2019

### 2019-20 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
January 15 <sup>th</sup> 2020	Review new member applications	45 min	Recommendation to City Council
	2020-21 Work Plan	35 min	Work Plan to Council
March 18 <sup>th</sup> 2020	Action Plan <ul style="list-style-type: none"> <li>➤ Briefing</li> <li>➤ Discussion</li> </ul>	40 min	Comments to staff
	Downtown Streets Projects <ul style="list-style-type: none"> <li>➤ Capitol Way &amp; Washington St</li> </ul>		