



Meeting Agenda

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle
Swanson
360.753.8575

Wednesday, May 15, 2019

6:15 PM

Council Chambers

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 [19-0464](#) Approval of March 20, 2019 Meeting Minutes

Attachments: [Draft BPAC March 20, 2019 Meeting Minutes](#)

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 [19-0465](#) Emergency calls from the Karen Fraser Woodland Trail

(6:40 - 7:00)

6.B [19-0466](#) Transportation Grant Funding Report

(7:00 - 7:20)

6.C [19-0467](#) Downtown Street Improvements

Attachments: [Downtown Streets Webpage](#)

(7:20 - 7:50)

7. HOUSEKEEPING (7:50 - 8:00)

7.A [19-0468](#) Housekeeping: Quick Reference Work Plan

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

9. ADJOURNMENT (8:00)

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.
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360-753-8244

Bicycle and Pedestrian Advisory Committee

Approval of March 20, 2019 Meeting Minutes

Agenda Date: 5/15/2019
Agenda Item Number: 3.A
File Number: 19-0464

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

Title
Approval of March 20, 2019 Meeting Minutes



Meeting Minutes

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
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Contact: Michelle Swanson
360.753.8575

Wednesday, March 20, 2019

6:15 PM

Council Chambers

1. CALL TO ORDER (6:15)

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

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

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

Excused: 2 - Committee member Kris Fransen and Committee member Scott Morgan

OTHERS PRESENT

Transportation Planning Supervisor Sophie Stimson, Associate Planner/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)

Committee Member Jan Vleck made a motion to approve the minutes with corrected titles in the roll call. Committee Member Rebecca Brown seconded the motion. The motion passed unanimously.

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

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

Jake Kleinknecht and Matthias Eichler spoke.

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

Vice Chair Barb Bumann, Committee Member David Copley, Chair Brittany Yunker Carlson, and Staff Liaison Michelle Swanson made announcements.

6. BUSINESS ITEMS

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

The report was received.

Information only. No action requested.

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

The report was received.

Information only. No action requested.

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

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

The report was received.

8. ADJOURNMENT (8:15)

Chair Yunker Carlson adjourned the meeting at 8:08 p.m.



Bicycle and Pedestrian Advisory Committee

Emergency calls from the Karen Fraser Woodland Trail

Agenda Date: 5/15/2019
Agenda Item Number: 6.A
File Number: 19-0465

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

Title

Emergency calls from the Karen Fraser Woodland Trail

Recommended Action

Information only. No action requested.

Report

Issue:

At the last BPAC meeting, a citizen shared a concerning experience he had had when calling the police department's non-emergency line to report an incident on the Karen Fraser Woodland Trail.

Staff Contact:

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

Presenter(s):

Michelle Swanson

Jonathon Turlove, Director of Park Planning and Maintenance, Parks, Arts and Recreation

Background and Analysis:

In February, a citizen emailed the Committee to inform it that he had called the police department's non-emergency line to report a speeding truck on the Karen Fraser Woodland Trail. He reported that the dispatcher asked him for a nearby intersection and did not seem to understand that the Woodland Trail intersected with some City streets. He came to the March BPAC meeting to follow up on the email, and he spoke the Committee.

The Committee requested that staff research the issue and report back at this meeting. Staff has researched it and taken several follow-up steps, which we will share with the BPAC.

Neighborhood/Community Interests (if known):

N/A

Options:

None - information only

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

Financial Impact:
None

Attachments:
None



Bicycle and Pedestrian Advisory Committee

Transportation Grant Funding Report

Agenda Date: 5/15/2019
Agenda Item Number: 6.B
File Number: 19-0466

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

Title

Transportation Grant Funding Report

Recommended Action

Information only. No action requested.

Report

Issue:

Report on transportation grant funding

Staff Contact:

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

Presenter(s):

Sophie Stimson

Background and Analysis:

The City has pursued and received several grants to fund bicycle and pedestrian projects recently. City staff will brief the Committee on those projects.

Neighborhood/Community Interests (if known):

N/A

Options:

None - information only

Financial Impact:

In 2018, the City secured over \$3 million in grant funding for transportation projects.

Attachments:

None



Bicycle and Pedestrian Advisory Committee

Downtown Street Improvements

Agenda Date: 5/15/2019
Agenda Item Number: 6.C
File Number: 19-0467

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

Title

Downtown Street Improvements

Recommended Action

Information only. No action requested.

Report

Issue:

Update on the Legion Way and Franklin Street improvement projects.

Staff Contact:

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

Presenter(s):

Sophie Stimson

Background and Analysis:

The City is planning to improve four downtown streets: two in the long-term and two in the near-term. The two long-term projects are Capitol Way and Washington Street, which have not yet been designed.

The two near-term projects are Legion Way, planned for 2020, and Franklin Street, planned for 2021. The Legion Way project includes a raised intersection, roadway resurfacing, and bicycle facility extensions. The Franklin Street project includes resurfacing, replacing sidewalks and street trees, and adding curb bulb-outs.

At the meeting, staff will share the status of the design of the projects, including the art and urban design elements.

The City will hold a public open house on the project on May 20, 2019, from 6-8pm in the City Council Chambers at City Hall. We encourage members of the BPAC to attend, if they are interested.

Neighborhood/Community Interests (if known):

N/A

Options:

None - information only

Financial Impact:

The Legion and Franklin projects are estimated at \$6.7 million. Final estimates for these projects will be available in late 2019, once design is complete.

The projects will be funded through a combination of City Pavement Management Program funds and grants. We have secured a Transportation Improvement Board grant of \$400,000 for the Franklin Street project. A Washington State Department of Transportation grant for Legion Way is pending.

Attachments:

Downtown Streets Webpage



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Bicycle and Pedestrian Advisory Committee

Housekeeping: Quick Reference Work Plan

Agenda Date: 5/15/2019
Agenda Item Number: 7.A
File Number: 19-0468

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

Title

Housekeeping: Quick Reference Work Plan

Recommended Action

Information only. No action requested.

Attachments:

Quick Reference Work Plan - May

2019-20 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
May 15th	Emergency calls on KFWT ➤ Briefing	20 min	Comments to staff
	Grants ➤ Report on grant funding & projects	20 min	Comments to staff
	Downtown streets projects ➤ Update on project	30 min	Comments to staff
July 17th	Capital Facilities Plan ➤ Briefing ➤ Form CFP Subcommittee	30 min	Subcommittee
	Transportation Master Plan update		
September 18th			
	CFP Memo ➤ Discussion	45 min	Memo to Council
November 20th	Collision analysis	30 min	
	Transportation Master Plan		
	Officer elections	15 min	Chair, Vice Chair elected for 2020

2019-20 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
January 15th 2020	Review new member applications	45 min	Recommendation to City Council
	2020-21 Work Plan	35 min	Work Plan to Council
March 18th 2020	Action Plan ➤ Briefing ➤ Discussion	40 min	Comments to staff
	Downtown Streets Projects ➤ Capitol Way & Washington St		

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