



# 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, July 17, 2019**

**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 [19-0651](#) Approval of May 15, 2019 Meeting Minutes**

**Attachments:** [Draft BPAC Meeting Minutes May 15 2019](#)

**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 [19-0652](#) Briefing on Preliminary 2020 - 2025 Capital Facilities Plan (CFP) and Approving a Method to Review It**

(6:40 - 7:00)

**6.B [19-0653](#) Transportation Master Plan: Review Pedestrian and Bicycle Projects**

**Attachments:** [Transportation Master Plan webpage](#)

(7:00 - 8:05)

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

**7.A [19-0654](#) Housekeeping: Quick Reference Work Plan**

**Attachments:** [July 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.*



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## **Bicycle and Pedestrian Advisory Committee**

### **Approval of May 15, 2019 Meeting Minutes**

**Agenda Date:** 7/17/2019  
**Agenda Item Number:** 3.A  
**File Number:** 19-0651

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

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**Title**

Approval of May 15, 2019 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, May 15, 2019**

**6:15 PM**

**Council Chambers**

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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.

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

**Present:** 8 - Chair Brittany Yunker Carlson, Vice Chair Barb Bumann, Committee member Alison Bremner, Committee member Rebecca Brown, Committee member Scott Morgan, Committee member Jennifer Riedmayer, Committee member Jon Tallman and Committee member Jan Vleck

**Absent:** 1 - Committee member David Copley

**OTHERS PRESENT**

Transportation Planning Supervisor Sophie Stimson, Transportation Associate Planner/BPAC Staff Liaison Michelle Swanson, Transportation Program Assistant Kristin Gilkerson, Director of Parks Planning and Maintenance Jonathon Turlove

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

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

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

Committee Member Allison Bremner, Committee Member Jan Vleck, Committee Member Scott Morgan, Staff Liaison Michelle Swanson, and Director of Parks Planning and Maintenance Jonathon Turlove made announcements.

**6. BUSINESS ITEMS**

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

The report was received.

**Information only. No action requested.**

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

The report was received.

**Information only. No action requested.**

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

The report was received.

**Information only. No action requested.**

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

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

The report was received.

**Information only. No action requested.**

**8.        ADJOURNMENT (8:00)**

Chair Yunker Carlson adjourned the meeting at 7:34 p.m.



## Bicycle and Pedestrian Advisory Committee

### Briefing on Preliminary 2020 - 2025 Capital Facilities Plan (CFP) and Approving a Method to Review It

**Agenda Date:** 7/17/2019  
**Agenda Item Number:** 6.A  
**File Number:** 19-0652

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

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#### Title

Briefing on *Preliminary 2020 - 2025 Capital Facilities Plan* (CFP) and Approving a Method to Review It

#### Recommended Action

Move to form subcommittee to review the *Preliminary 2020 - 2025 CFP*.

#### Report

##### Issue:

Whether to form a subcommittee to review the CFP.

#### Staff Contact:

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

#### Presenter:

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

#### Background and Analysis:

##### Introduction

The *Capital Facilities Plan* (CFP) is an annually-updated document that is used to identify funding for City capital projects on a 6-year horizon, as required by the state Growth Management Act. The preliminary CFP will be available online prior to the City Council briefing on August 5th. Staff liaison, Michelle Swanson, will email a link to the preliminary CFP when it is available.

##### Comment Process

The letter the BPAC writes each year on the CFP is one of the Committee's annual opportunities to communicate its priorities to the City Council.

The Committee may choose one of two ways to write its letter:

1. Wait until the September meeting to draft the letter during the meeting. The staff liaison will compile notes from the discussion for the Committee Chair to use in drafting the letter to the City Council.

2. Form a subcommittee of four or fewer Members and elect a chair of that subcommittee. The subcommittee's chair will be responsible for convening subcommittee meetings to review the CFP in depth and write draft comments. Those draft comments will be included in the September meeting packet for all Members of the Committee to review beforehand. By having a draft letter already written by a subcommittee, the Committee is able to have a more thorough discussion and comments in September.

Under both models, the Chair will write the final letter and may choose to present it to the City Council during the annual hearing in October. Also, all Members of the BPAC are still expected to review the CFP and come to the September meeting with comments on it.

#### Reviewing the CFP

The CFP is a big document. To help with this review, each year City staff provides the BPAC with a list of pages most relevant to the Committee's work. Once the preliminary CFP is published for the August 5th City Council meeting, the staff liaison will email the Committee the list of relevant pages, so Members have an opportunity to begin their review early.

#### CFP Timeline

The calendar of events in the CFP outlines the annual milestones in the process, which generally are:

<b>April</b>	Review status of existing projects in the CFP (This is done by City staff)
<b>May</b>	Proposed CFP Projects due from Departments
<b>August</b>	Present Preliminary CFP to City Council
<b>September</b>	Planning Commission Public Hearing on Preliminary CFP (City & School District)
<b>October</b>	City Council Public Hearing and Discussion on Preliminary CFP
<b>December</b>	First Reading on Capital Budget
<b>December</b>	Second and Final Reading and Adoption of Operating and Capital Budgets

#### **Options:**

Option 1: Form a subcommittee to review the Preliminary 2020-2025 CFP and report back at the September BPAC meeting with draft comments. All Committee Members will still be expected to have read the CFP and come prepared to comment on it.

Option 2: Not form a subcommittee to do advance work. This will limit the Committee's work to only the September meeting.

#### **Financial Impact:**

The letter will have no direct financial impact.

#### **Attachments:**

None



## Bicycle and Pedestrian Advisory Committee

### Transportation Master Plan: Review Pedestrian and Bicycle Projects

**Agenda Date:** 7/17/2019  
**Agenda Item Number:** 6.B  
**File Number:** 19-0653

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

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#### **Title**

Transportation Master Plan: Review Pedestrian and Bicycle Projects

#### **Recommended Action**

Information only. No action requested.

#### **Report**

##### **Issue:**

Discussion on proposed pedestrian and bicycle projects for the Transportation Master Plan.

#### **Staff Contact:**

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

#### **Presenter:**

Sophie Stimson, Transportation Planning Supervisor

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

The City is developing its first Transportation Master Plan. This plan will link the vision and goals in the City's Comprehensive Plan to the projects we build. It will include prioritized project lists for pedestrian, bicycle, transit, and motor vehicle infrastructure.

The BPAC has given staff feedback several times as we have been developing the plan. This includes weighing in on the criteria we are using to decide which projects to prioritize for construction. Using those criteria, we have drafted lists of proposed projects for:

- Sidewalks
- Crosswalk improvements
- Pathways
- Low stress bike network

Staff will share the draft lists at the meeting. Since the projects for the low stress bike network are less refined than the pedestrian projects, we will ask the Committee to spend more time reviewing them during the meeting.



Some Members may wish to spend more time reviewing the bike network projects. If so, those Members can form a subcommittee, and the subcommittee can give feedback directly to staff over the summer. At the BPAC's September meeting, the subcommittee's chair will need to report out to the full BPAC on the work the subcommittee has done.

In the fall, staff will share these lists of projects with the public, most likely in the form of a story map.

To review the criteria we used to make the project lists, or to learn more about what a "low stress bike network" is, please see last year's story map. You can find it on the Transportation Master Plan webpage, link attached.

**Options:**

Option 1: Review and give feedback on the proposed projects during this meeting.

Option 2: Review the proposed projects and form a subcommittee to give feedback to staff on the bicycle projects.

**Financial Impact:**

Later in the process of developing the Transportation Master Plan, we will constrain the list of projects to those that are financially feasible in a 20-year planning horizon. We will share the results of that step with the BPAC.

**Attachments:**

Link to Transportation Master Plan webpage



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## **Bicycle and Pedestrian Advisory Committee**

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

**Agenda Date:** 7/17/2019  
**Agenda Item Number:** 7.A  
**File Number:** 19-0654

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

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#### **Title**

Housekeeping: Quick Reference Work Plan

#### **Recommended Action**

Information only. No action requested.

#### **Attachments:**

July Quick Reference Work Plan

## 2019-20 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
May 15 <sup>th</sup>	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 17 <sup>th</sup>	Capital Facilities Plan ➤ Briefing ➤ Form CFP Subcommittee	30 min	Subcommittee
	Transportation Master Plan update ➤ Preliminary project lists ➤ Form subcommittee	55 min	Comments to staff, possible subcommittee
September 18 <sup>th</sup>	Transportation Master Plan ➤ Update ➤ Report from subcommittee		
	CFP Memo ➤ Discussion	45 min	Memo to Council
November 20 <sup>th</sup>	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 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>		