



# Meeting Agenda

## Bicycle and Pedestrian Advisory Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Michelle  
Swanson  
360.753.8575

---

**Wednesday, September 18, 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 [19-0839](#) Approval of July 17, 2019 Meeting Minutes**

**Attachments:** [Draft BPAC Meeting Minutes July 17, 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**

**[19-0834](#) Transportation Master Plan update**

**Attachments:** [Link to TMP webpage](#)

(6:40 - 7:20)

**[19-0835](#) Discuss and Comment on 2020-2025 Preliminary Capital Facilities Plan**

**Attachments:** [Draft letter from CFP subcommittee](#)

[Link to Budget/Financial Reports webpage](#)

[Link to August 13, 2019 City Council briefing on the preliminary CFP](#)

(7:20 - 8:05)

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

7.A [19-0838](#) Housekeeping: Quick Reference Work Plan

Attachments: [Quick Reference Work Plan Sept 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.*



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

## **Bicycle and Pedestrian Advisory Committee**

### **Approval of July 17, 2019 Meeting Minutes**

**Agenda Date:** 9/18/2019  
**Agenda Item Number:** 3.A  
**File Number:** 19-0839

---

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

---

**Title**

Approval of July 17, 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

---

**Wednesday, July 17, 2019**

**6:15 PM**

**Council Chambers**

---

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

Chair Yunker Carlson called the meeting to order at 6:16 p.m.

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

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

**Excused:** 1 - Vice Chair Barb Bumann

**1.B OTHERS PRESENT**

Councilmember Nathaniel Jones  
Transportation Planning Supervisor Sophie Stimson  
Transportation Associate Planner/BPAC Staff Liaison Michelle Swanson  
Transportation Program Specialist Kristin Gilkerson

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

The agenda was approved.

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

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

The minutes were approved.

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

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

Staff made announcements.

**6. BUSINESS ITEMS**

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

**Chair Yunker Carlson moved to form a subcommittee to draft a letter with the BPAC's feedback on the Preliminary 2020 - 2025 CFP with Committee member Tallman, Committee member Riedmayer, Committee member Bremner, and Committee member Brown. Committee member Vleck seconded. Motion passed unanimously.**

**Committee member Brown moved to nominate herself as chair of the 2020 - 2025 CFP subcommittee. Committee member Bremner seconded. Motion passed unanimously.**

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

**The discussion was completed.**

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

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

**The report was received.**

**8.       ADJOURNMENT (8:15)**

Chair Yunker Carlson adjourned the meeting at 8:17 p.m.



## Bicycle and Pedestrian Advisory Committee

### Transportation Master Plan update

**Agenda Date:** 9/18/2019  
**Agenda Item Number:**  
**File Number:** 19-0834

---

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

---

**Title**

Transportation Master Plan update

**Recommended Action**

Information only. No action requested.

**Report**

**Issue:**

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

**Staff Contact:**

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

**Presenter(s):**

Sophie Stimson

**Background and Analysis:**

Since July, when staff last briefed the BPAC on the Transportation Master Plan, we have continued to refine the proposed 20-year lists of projects for pedestrian and bicycle infrastructure. We have now constrained the project lists to those we think the City can afford to build in the next 20 years, based on existing funding levels.

Staff will share those projects and the rationale for why we have prioritized them over other projects. We will ask Committee Members to share their thoughts on the project lists. This is an important step, because it will guide what we build during the next 20 years.

Additionally, staff have begun to review the auto/freight network. We will share the initial results from that review and ask for feedback as well.

As staff gear up for the next round of public outreach on the TMP, we will also ask the BPAC for feedback on how we are explaining the project priorities. This will help us craft a message to the public that is easy to understand.

**Options:**

None - information only

**Financial Impact:**

The projects we will propose in the Transportation Master Plan will be roughly constrained to those that are financially feasible for the next 20 years, based on existing funding levels.

**Attachments:**

Link to Transportation Master Plan webpage



## Bicycle and Pedestrian Advisory Committee

### Discuss and Comment on 2020-2025 Preliminary Capital Facilities Plan

**Agenda Date:** 9/18/2019  
**Agenda Item Number:**  
**File Number:** 19-0835

---

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

---

#### Title

Discuss and Comment on *2020-2025 Preliminary Capital Facilities Plan*

#### Recommended Action

Move to draft a memo advising the City Council on the *2020-2025 Preliminary Capital Facilities Plan*

#### Report

##### Issue:

Each year, City advisory committees and members of the public comment on the *Preliminary Capital Facilities Plan*. This is an opportunity for the BPAC to draft its comment memo.

#### Staff Contact:

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

#### Presenter(s):

Michelle Swanson

Rebecca Brown, Chair of CFP Subcommittee

#### 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 CFP reflects priorities in each City program.

At the July meeting, the BPAC formed a subcommittee to draft a memo to kick off this meeting's discussion. Subcommittee Chair Rebecca Brown will share the draft memo and report on the subcommittee's process. Members of the subcommittee may also share their thoughts about the draft memo.

##### Suggested approach for review

The CFP can be found at the City's Budget/Financial Reports page. We have attached a link.

The focus of the BPAC's review should be the programs and projects that relate to bicycle and pedestrian transportation. Staff suggests that BPAC members read the following sections, which total



60 pages.

Letter from City Manager Steve Hall, IV

Executive Summary, V - XI

Readers' Guide, FAQ, & Calendar of Events 1 - 19

New Projects: Transportation 65 - 81

Transportation Projects Funded with Impact Fees 81 - 94

To facilitate the letter-writing process and discussion, please consider coming prepared with your comments on the draft memo and any additions you would like the committee to consider.

#### What's next

After this meeting, Chair Brittany Yunker Carlson will work with staff liaison Michelle Swanson to finalize the Committee's memo to send to the City Council in time for the Council's hearing on October 29<sup>th</sup>.

#### **Options:**

Option 1: Make comments for the Committee Chair to use in finalizing an advisory memo to City Council.

Option 2: If committee members are unable to arrive at consensus on the comments, they can provide comments as individuals.

#### **Financial Impact:**

This letter will have no direct financial impact.

#### **Attachments:**

Draft CFP subcommittee memo

[Link to Budget/Financial Reports page](#)

[Link to City Council briefing on the preliminary CFP](#)

## CFP Letter to the City Council

Thank you for providing this opportunity to comment on the Capital Facilities Plan.

The CFP highlighted the City's continued growth, and we know that the region is growing in population as well. We will need to rely on alternative transportation options to address the needs of our current and future residences and visitors. As long as the transportation planning is car-centric instead of people-centric, we will continue to fall short on the Comprehensive Plan goal to ensure our roads are safe for all users. Our following suggestions are based on items in the CFP, but we looked at them through the eyes of people who are walking, riding their bikes, and taking transit every day, and seeing the results of decisions on the ground.

- Please reconsider how the City prioritized sidewalk installation in this document. While the transportation master plan is not complete and ready as a reference, the preliminary work has identified streets with serious needs for sidewalks. Taking a piecemeal approach, as it appears in this plan, does not serve the greatest need. For example, the proposed sidewalk on Elliott Ave, while probably needed, takes pedestrians to and from Division St., on a section that has no sidewalks. Division is on the bus line, with frequent and high traffic speeds, while Eliot is a secondary neighborhood street with existing traffic calming measures. A better use of funds would be to install sidewalks on Division rather than Elliott. Other busy streets throughout the city lack sidewalks, and we think a priority should be placed on adding sidewalks to those streets. We are looking forward to the Transportation Master Plan, with its prioritization system for sidewalk installation and improvements. The city should consider focusing on fixing known gaps instead of major projects until the prioritization process is complete.
- The BPAC applauds the City's commitment to increasing and enhancing parks, such as the Spooner Property and the splash pad at Lyon's Park. We request that the city considers including safe access to parks for people walking and on bicycles. We also suggest that the city include the considerable increase in park visitations that enhancements like splash parks create. Increased traffic around the park, and an increase in people walking from their homes or parked cars to the park can lead to additional safety concerns. The park purchase and improvements need to be coupled with measures that provide safe access to these park spaces.
- Since safety for all users is a primary goal of the comprehensive plan, we ask that the city design new and redesigned streets and roads for lower speeds. Speed is a major factor for serious injury and fatalities for people walking, biking, and riding in cars, and low speed limits are not enough if the streets are designed for higher speeds. The city should consider designing streets and roads for 25 mph for the safety of all users.
- We are thrilled to see the bicycle corridor program continue to gain traction. We would like to see better signage and wayfinding for these bicycle corridors, especially to guide users to the corridors.
- Finally, the city should design new streets and roads and new bicycle infrastructure to last for many years. That means planning for emerging technologies (scooters, e-bikes, etc.) Many of these emerging technologies move faster than traditional bicycles, but are still vulnerable to vehicle traffic. Thinking ahead about how to accommodate these vehicles now will save the time, effort, and resources needed to respond to their needs later.

Overall, we appreciate the hard work and choices that the city has made to accommodate bicycle riders, bus riders, and walkers over the years. We are highly encouraged to see much needed improvements to Fones Road, sidewalk and crossing improvements across the city, and expenditures for parks and bicycling. It is clear that the city takes transportation choice and safety very seriously, and understands that a growing population needs safe alternatives, like biking, walking, and transit, to survive and thrive.



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

## Bicycle and Pedestrian Advisory Committee

### Housekeeping: Quick Reference Work Plan

**Agenda Date:** 9/18/2019  
**Agenda Item Number:** 7.A  
**File Number:** 19-0838

---

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

---

#### **Title**

Housekeeping: Quick Reference Work Plan

#### **Recommended Action**

Information only. No action requested.

#### **Attachments:**

September 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	40 min	Comments to staff
	CFP Memo ➤ Discussion	45 min	Memo to Council
November 20 <sup>th</sup>	Collision analysis update	35 min	
	Transportation Master Plan update	25 min	
	West Bay Restoration & Park update	15 min	
	Officer elections	10 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>		