



# Meeting Agenda

## Bicycle and Pedestrian Advisory Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Michelle  
Swanson  
360.753.8575

---

**Wednesday, September 16, 2020**

**6:00 PM**

**Online and via phone**

---

Meeting Link: [https://us02web.zoom.us/j/86526432358?](https://us02web.zoom.us/j/86526432358?pwd=VTVncE5kS0VKUFZLb1FsaWZMOFErZz09)  
[pwd=VTVncE5kS0VKUFZLb1FsaWZMOFErZz09](https://us02web.zoom.us/j/86526432358?pwd=VTVncE5kS0VKUFZLb1FsaWZMOFErZz09)

**1. CALL TO ORDER (6:00-6:01)**

**1.A ROLL CALL (6:01-6:02)**

**2. APPROVAL OF AGENDA (6:02-6:05)**

**3. APPROVAL OF MINUTES (6:05-6:10)**

**3.A [20-0712](#)** Approval of July 15, 2020, Bicycle and Pedestrian Advisory Committee Meeting Minutes

**Attachments:** [Minutes from July 15th BPAC Meeting](#)

**4. PUBLIC COMMENT (6:10-6:20)**

*If you would like to make a public comment, please email staff liaison Michelle Swanson ([mswanson@ci.olympia.wa.us](mailto:mswanson@ci.olympia.wa.us)) before noon on September 16th. Your comment will be read aloud in the meeting.*

*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 (6:20-6:30)**

**6. BUSINESS ITEMS**

**6.A [20-0713](#)** Discuss and Comment on 2021-2026 Preliminary Capital Facilities Plan

**Attachments:** [CFP subcommittee draft letter](#)  
[Link to Budget and Financial reports webpage, where CFP can be found](#)

(6:30-7:30)

- 6.B     [20-0714](#)     Draft Transportation Master Plan Briefing  
(7:30-7:55)

7.     **HOUSEKEEPING REPORTS (7:55-8:00)**

- 7.A     [20-0715](#)     Housekeeping Report

**Attachments:**     [Parliamentary procedure quick guide](#)  
[September Quick Reference Work Plan](#)

8.     **ADJOURNMENT**

**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 15, 2020, Bicycle and Pedestrian Advisory Committee Meeting Minutes

**Agenda Date:** 9/16/2020  
**Agenda Item Number:** 3.A  
**File Number:**20-0712

---

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

---

**Title**

Approval of July 15, 2020, Bicycle and Pedestrian Advisory Committee Meeting Minutes



## Meeting Minutes - Draft

### Bicycle and Pedestrian Advisory Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Michelle Swanson  
360.753.8575

---

**Wednesday, July 15, 2020**

**6:00 PM**

**Online and via phone**

---

**Meeting Link to Attend: <https://us02web.zoom.us/j/83570471272?pwd=Ylh5UnRZc2l4UVFhRk85UWRURnpQQT09>**

**1. CALL TO ORDER (6:00-6:01)**

Chair Brittany Yunker Carlson called the meeting to order at 6:01 p.m.

**1.A ROLL CALL (6:01-6:02)**

**Present:** 8 - Chair Brittany Yunker Carlson, Vice Chair Barb Bumann, Committee member Rebecca Brown, Committee member Sam Gacad-Cowan, Committee member Amy Ramsey, Committee member Jennifer Riedmayer, Committee member Bethany Roth and Committee member Jon Tallman

**Excused:** 1 - Committee member Alison Bremner

**2. APPROVAL OF AGENDA (6:02-6:05)**

The agenda was approved.

**3. APPROVAL OF MINUTES (6:05-6:09)**

[20-0557](#) Approval of June 17, 2020 Bicycle and Pedestrian Advisory Committee Meeting Minutes

The minutes were approved.

**4. PUBLIC COMMENT (6:09-6:10) - None**

**5. ANNOUNCEMENTS (6:10-6:20)**

Committee members and staff made announcements.

**6. BUSINESS ITEMS**

[20-0556](#) Briefing on Preliminary 2021-2026 Capital Facilities Plan (CFP) and Approving a Method to Review It

Committee member Jennifer Riedmayer made a motion to form a subcommittee to review the CFP. Committee member Jon Tallman seconded.

**Motion passed unanimously.**

**Chair Brittany Yunker Carlson made a motion to form subcommittee to review the Capital Facilities Plan with Committee member Amy Ramsey, Committee member Sam Gacad-Cowan, Committee member Bethany Roth and for the Subcommittee Chair to be Vice Chair Barb Bumann. Committee member Jon Tallman seconded. Motion passed unanimously.**

**7. HOUSEKEEPING REPORTS**

[20-0558](#) Housekeeping Report

**The report was received.**

**9. ADJOURNMENT**

**Chair Yunker Carlson adjourned the meeting at 7:09 p.m.**



## Bicycle and Pedestrian Advisory Committee

### Discuss and Comment on 2021-2026 Preliminary Capital Facilities Plan

**Agenda Date:** 9/16/2020  
**Agenda Item Number:** 6.A  
**File Number:** 20-0713

---

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

---

#### **Title**

Discuss and Comment on 2021-2026 Preliminary Capital Facilities Plan

#### **Recommended Action**

Move to draft a memo advising the City Council on the 2021-2026 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

Barb Bumann, 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 Barb Bumann 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:

Message from the City Manager, IV

Executive Summary, V-XIII

An Overview of Capital Facilities Planning, 1-4 - 1-8

Planning & Budget Cycles, 1-9

Key Terms, 1-10

CFP Comprehensive Plan Goals & Policies, 1-11 - 1-16

Frequently Asked Questions, 1-17 - 1-19

Calendar of Key CFP Events, 1-20

Long Term Financial Strategy, 2-1 - 2-3

Debt Limitations, 2-4 - 2-5

Funding Sources, 2-6 - 2-7

Revenues Dedicated to the CFP, 2-8 - 2-13

Summary of 2021 Projects by Focus Area, 3-1 - 3-3

New Projects, 3-4 - 3-5

Transportation Projects, 5-1 - 5-28

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 13<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:**

---

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

---

Draft CFP subcommittee memo  
[Link to Budget/Financial Reports page](#)



To: Mayor Selby and Members of the Olympia City Council

From: Brittany Yunker Carlson, Chair, Bicycle & Pedestrian Advisory Committee (BPAC)

Date: October

Subject: 2021-2026 Preliminary Capital Facilities Plan (CFP); Bicycle/Pedestrian Facilities

Thank you for the opportunity to provide input on the 2021-2026 Preliminary Capital Facilities Plan (CFP) from the Bicycle and Pedestrian Advisory Committee (BPAC) to the Olympia City Council.

The CFP continues to highlight growth in the City of Olympia and propose measures to incorporate alternate forms of transportation to help address the needs that will arise with a growing population in coming years. As a committee we also acknowledge that, while not singled out in the CFP, the particular challenges of the 2020 pandemic have given us a new perspective about the way Olympians travel to and from work and ways in which they can recreate safely close to home. In addition, with the decision for the Olympia School District to facilitate online learning and offer limited afterschool activities, families are now seeking safe and accessible outdoor opportunities to maintain mental and physical health. Many of the commuting, recreating and other accessible options to be outside include cycling, walking or hiking and we believe the emphasis should continue to be on safe and inviting streets, sidewalks and pathways.

In addition to the community and economic impacts from COVID-19, 2020 has also been a year of important social change. In that regard, BPAC recommends that going forward the city adapt the CFP to prioritize projects in accordance with racial and social equity goals.

The following are our suggestions to the City based on our study of the CFP.

## **Equity**

Information specifying how projects address racial equity was notably absent from the CFP document. BPAC recommends that city staff clearly define and integrate socioeconomic and racial equity considerations into all aspects of the CFP. To achieve this, BPAC recommends the city align with other communities in the region including Seattle, Tacoma, and Portland in utilizing a Racial Equity Toolkit (RET) and an equity index to inform the CFP and ensure it reflects the values of the Comprehensive Plan.

An equity index identifies areas of opportunity in the community and the RET integrates explicit consideration of racial equity into decisions. Examples of both of these tools can be found at the end of this letter. If the city does not currently have the dataset available to publish an equity index, BPAC recommends that the city invest in the timely development of one. In addition, BPAC recommends that the Olympia Diversity and Equity Committee be invited to review and comment on the CFP in the future.

## **Sidewalk Projects**

Sidewalks help pedestrians feel safer about walking on busy streets and also assist people using walkers or wheelchairs to navigate streets more safely. It's difficult to know what the future will bring for transit and car travel during this age of pandemic, but Elliott Ave. is an example of one of the neighborhood streets that is a main corridor between downtown Olympia and West Side neighborhoods. BPAC strongly supports the Elliott Ave. sidewalk project, as it will provide a safe walking route to bus stops for residents in the nearby neighborhoods, as well as a safe walking and bicycle route for people, pets and families in their neighborhood. This will strengthen those communities and provide health and well-being supportive opportunities.

While it is important to add sidewalks to streets that do not currently have them, there are many existing sidewalks in Olympia that are damaged due to settling and tree roots growing underneath the concrete. The eastern sidewalk of Sherman St. SW is an example of an existing sidewalk that is cracked, uneven and otherwise unsuitable for pedestrians who use a wheelchair or have limited mobility. We need maintenance of existing sidewalks, particularly for vulnerable users.

## **Bike Corridors**

Given the popularity of cycling in recent months, continuing to complete and link bike corridors throughout the city remains a priority. Bike corridors offer a low-stress option for families and cyclists of all abilities to reach specific destinations such as downtown businesses, the Farmers Market, the library or local parks.

An example of where Olympia could improve in this category is the bike lane/corridor on the 4th Ave bridge and the isthmus. Cyclists coming down the 4th Ave bridge are immediately greeted with a disappearing bike lane leading into a poorly signed bike corridor riddled with potholes. There is often heavy traffic on this street during rush hour, creating an unsafe situation for cyclists. This is next to the brand new apartments constructed on the isthmus, begging the question of what the effect of impact fees from that development had on bike infrastructure on the adjacent streets. Revenue from impact fees should provide value for all road users, especially those most vulnerable (cyclists and pedestrians).

Bike corridors in Olympia could have improved signage and traffic calming measures to encourage drivers to drive more vigilantly through bike corridors. An example of this is where the bike corridor moves from 7th Ave SE to Legion Way SE. This area has increased traffic because it cuts across the Eastside neighborhood to Boulevard Rd SE. The 60 bus route and Lions Park on 7th attracts pedestrians, especially on sunny days. There are large sections without sidewalks and many of the sharrows have worn away, rendering them mostly invisible to drivers creating a dangerous situation for vulnerable road users.

## **Intersection Safety Improvements**

As an adjunct to the bicycle corridors and as an additional safety measure for pedestrians, BPAC supports the plans of the city to prioritize pedestrian improvements including roundabouts at key locations such as Cain Road and North Street, or Division St. and Elliott. Preference on the selection of a newly created roundabout should be given to the location where more people

are travelling by public transit, walking or bicycling, due to economic constraints for other modes of transportation.

## **Pathways**

Pathways provide pedestrians a safe way to access major walking paths such as the Chehalis Western Trail or allow school children a comfortable and safe path to school through their neighborhoods by routing them from Vista Ave to Washington Middle School. We wholeheartedly support the completion of these pathways in the near future.

## **Land Acquisition**

Acquisition of the Kaiser Woods for mountain bike trails and development of the Grass Lake Nature trail as a link to the Capitol to Capitol regional trail is also encouraged by BPAC for recreational and commuting purposes. Concerns from nearby residents concerning parking could potentially be addressed through providing better pedestrian and bike access to the park, encouraging park users not to drive there.

In conclusion, BPAC would like to encourage the City of Olympia to endorse construction and non-construction related programs that help reduce motor vehicle traffic. Flex scheduling, telecommuting and incentives for alternative commuting methods has great potential for reducing traffic burdens brought about by a growing population, aging infrastructure, and uncertainties about mass transit during a time of pandemic. All of these can also be part of a long-term strategy intended to decrease rush-hour congestion and wear and tear on facilities.

P.S. Do not put chip seal on bike lanes, ever. Thank you.

## **References:**

Racial Equity Tool Kit: Portland

<https://www.portlandoregon.gov/oehr/article/592297>

Equity Index: Tacoma

<https://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=175030>

US Dept of Transportation Bicycle and Pedestrian Equity Resources:

<http://pedbikeinfo.org/topics/equity.cfm>

Seattle Bike Master Plan - Excellent example of transparent equity goal integration:

[https://www.seattle.gov/Documents/Departments/SDOT/About/DocumentLibrary/BicycleMasterPlan/190613\\_BMP\\_Imp\\_Plan\\_FINAL.pdf](https://www.seattle.gov/Documents/Departments/SDOT/About/DocumentLibrary/BicycleMasterPlan/190613_BMP_Imp_Plan_FINAL.pdf)



## Bicycle and Pedestrian Advisory Committee

### Draft Transportation Master Plan Briefing

**Agenda Date:** 9/16/2020  
**Agenda Item Number:** 6.B  
**File Number:**20-0714

---

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

---

#### **Title**

Draft Transportation Master Plan Briefing

#### **Recommended Action**

Information only. No action requested.

#### **Report**

##### **Issue:**

City staff expect to release a draft Transportation Master Plan for the BPAC to review and discuss during its October meeting.

#### **Staff Contact:**

Sophie Stimson, Transportation Planning Supervisor, Public Works | Transportation, 360.753.8297

#### **Presenter(s):**

Sophie Stimson

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

The City is developing its first Transportation Master Plan. Throughout the process, City staff have briefed the BPAC on the plan's progress. The BPAC has given staff a lot of feedback on the plan throughout its development, which will be reflected in the draft.

Tonight's briefing will be a review of the draft plan's contents. The draft will be ready for the BPAC and the public to review in early October. Please check your email regularly, as we will send a link to BPAC Members when it is available. We will also share the draft on the City's Engage Olympia page for the public to review and comment on.

During the next BPAC meeting in October, the Committee may discuss the draft plan and share feedback with staff. Staff will consider the BPAC's and the public's input when finalizing the plan. Staff will submit the final plan to the City Council for acceptance in late 2020 or early 2021.

#### **Options:**

None - information only

#### **Financial Impact:**

---

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

---

None from this briefing

**Attachments:**

None



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

## Bicycle and Pedestrian Advisory Committee

### Housekeeping Report

**Agenda Date:** 9/16/2020  
**Agenda Item Number:** 7.A  
**File Number:**20-0715

---

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

---

**Title**  
Housekeeping Report

# PARLIAMENTARY PROCEDURE: A quick guide for the BPAC

## Guiding Principles

Every member has an equal voice.  
The group is the final authority.  
It's ok to disagree.

---

## DISCUSSIONS

- No one speaks twice until everyone has had a chance to speak once
- Members must be recognized by chair before speaking
- Members address the chair, not each other
- Members may address presenters directly once recognized by the chair

---

## MOTIONS

- Anyone can make a motion at any time after the chair has recognized them to speak
  - *Chair repeats the motion*
- Anyone can second the motion – don't need to wait for chair's recognition
  - *If no second, motion doesn't proceed*
- Motion gets discussed, if needed
- Motion can be amended
  - *Members discuss and vote on any amendments*
  - *Chair repeats motion with amendment*

---

## VOTING

- When discussion wanes...
- Chair clearly states motion and any amendments
- Vote by roll call
  - *"Committee Member Montoya?"*
  - *"Aye" or "no"*
- Chair states results of vote
  - *"The ayes have it and the motion passes"*
  - *"The noes have it and the motion fails"*

## 2020-21 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
May 20 <sup>th</sup>	OPMA training	20 min	None
	Work Plan review	30 min	Work Plan to Council
June 17 <sup>th</sup>	Transportation Master Plan ➤ Update	45 min	Comments to staff
July 15 <sup>th</sup>	Capital Facilities Plan ➤ Briefing ➤ Form CFP Subcommittee	45 min	Subcommittee?
September 16 <sup>th</sup>	CFP Memo ➤ Discussion on memo	60 min	Memo to Council
	Transportation Master Plan ➤ Briefing on draft plan	25 min	Comments to staff
October 21 <sup>st</sup>	Thurston Regional Climate Mitigation Plan Briefing	25 min	Comments to staff
	Transportation Master Plan ➤ Discussion	60 min	Comments to staff
November 18 <sup>th</sup>			
	New member applications ➤ Form subcommittee to review them?	5 min	Subcommittee?
	Officer elections	15 min	Chair, Vice Chair elected for 2020
January 20 <sup>th</sup> 2021	Review new member applications	60 min	Recommendation to City Council
	2021-22 Work Plan	25 min	Work Plan to Council
March 17 <sup>th</sup> 2021	Engineering Design & Development Standards ➤ Briefing and review		Comments to staff
	Traffic safety briefing	30 min	Comments to staff