



Meeting Agenda - Draft

Bicycle and Pedestrian Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Michelle
Swanson
360.753.8575

Wednesday, January 20, 2021

6:00 PM

Register to attend:

https://us02web.zoom.us/webinar/register/WN_pK80yTzLRzGD5XDBQPd_Q

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)

[21-0086](#)

Approval of December 16, 2020 Bicycle and Pedestrian Advisory Committee Meeting Minutes

Attachments: [Draft December 16 Meeting Minutes](#)

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) before noon on January 20th. 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

[21-0087](#)

Draft 2021-22 BPAC Work Plan

Attachments: [Draft 2021 work plan](#)

[Draft 2021 quick reference work plan](#)

(6:30-7:00)

7. REPORTS

[21-0088](#) Housekeeping

Attachments: [Quick reference work plan January](#)
[Parliamentary procedure quick guide](#)

(7:00-7:05)

9. 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.



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601 4th Avenue E.
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360-753-8244

Bicycle and Pedestrian Advisory Committee

Approval of December 16, 2020 Bicycle and Pedestrian Advisory Committee Meeting Minutes

Agenda Date: 1/20/2021
Agenda Item Number:
File Number:21-0086

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

Title

Approval of December 16, 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, December 16, 2020

6:00 PM

Online via ZOOM

Special Meeting - Register to Attend

[https://us02web.zoom.us/j/89881172410?](https://us02web.zoom.us/j/89881172410?pwd=ODdjczBQcXViSkN4eVU1MjZuV2RVUT09)

[pwd=ODdjczBQcXViSkN4eVU1MjZuV2RVUT09](https://us02web.zoom.us/j/89881172410?pwd=ODdjczBQcXViSkN4eVU1MjZuV2RVUT09)

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

Chair Yunker Carlson called the meeting to order at 6:02 p.m.

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

Present: 7 - Chair Brittany Yunker Carlson, Vice Chair Barb Bumann, Committee member Alison Bremner, Committee member Rebecca Brown, Committee member Sam Gacad-Cowan, Committee member Bethany Roth and Committee member Jon Tallman

Excused: 1 - Committee member Jennifer Riedmayer

Absent: 1 - Committee member Amy Ramsey

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

The agenda was approved.

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

3.A [20-1045](#) Approval of October 21, 2020 Bicycle and Pedestrian Advisory Committee Meeting Minutes

The minutes were approved.

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

Pamela Backstrom's email comment was read aloud.

5. ANNOUNCEMENTS (6:20-6:30)

Committee members and staff made announcements.

6. BUSINESS ITEMS

6.A [20-1043](#) Transportation Master Plan Discussion

The discussion was completed.

6.B [20-1044](#) Officer Elections

Chair Yunker Carlson moved, seconded by committee member Brown to elect Samuel Gacad-Cowan as Chair. The motion carried unanimously.

Chair Yunker Carlson moved, seconded by Vice Chair Bumann to elect Rebecca Brown as Vice Chair. The motion carried unanimously.

7. REPORTS

7.A [20-1046](#) Housekeeping Report

The report was received.

8. ADJOURNMENT

Chair Yunker Carlson adjourned the meeting at 7:39 p.m.



Bicycle and Pedestrian Advisory Committee

Draft 2021-22 BPAC Work Plan

Agenda Date: 1/20/2021
Agenda Item Number:
File Number:21-0087

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

Title

Draft 2021-22 BPAC Work Plan

Recommended Action

Move to accept the draft 2021-22 BPAC work plan and forward it to the City Council for approval

Report

Issue:

The BPAC work plan shows the topics the committee will work on during the upcoming year. This is an opportunity to discuss the draft work plan, make changes, accept it, and forward it to the City Council for approval.

Staff Contact:

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

Presenter(s):

Michelle Swanson

Background and Analysis:

Process

Each year, Olympia advisory committees submit draft work plans to the City Council's General Government Committee. After reviewing the work plans, the General Government Committee makes a recommendation to the City Council on whether to accept them. Advisory committee work plans run from April 2021 to March 2022.

Work Plan

The draft work plan includes:

- Participating in developing a prioritization method for the low-stress bike network
- Briefings on the Capitol Campus Travel Demand Management project and ongoing climate mitigation work
- Reviewing proposed changes to the Engineering Development & Design Standards

These are all in addition to the committee's annual review of the *Capital Facilities Plan*.

Attached is the draft 2021-22 work plan for the BPAC and a quick reference version of it. The quick reference version outlines how the topics on the work plan might be addressed meeting by meeting. It is a working document that is updated before each BPAC meeting.

The BPAC work plan interfaces with City staff's work plan. Staff can support six BPAC meetings in the calendar year of 2021.

Options:

Option 1: Accept the draft work plan

Option 2: Change and accept the draft work plan

If the Committee does not accept a work plan at this meeting, it may miss the deadline to submit the work plan to the General Government Committee.

Financial Impact:

None noted.

Attachments:

Work plan

Quick reference version of work plan

DRAFT Bicycle and Pedestrian Advisory Committee (BPAC) 2021 Work Plan April 2021 - March 2022 Work Plan

The BPAC will hold six full committee meetings in 2021. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

Section 1. 2021 Policy Issues - Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, staff estimates that there is sufficient professional and administrative staff time to accomplish the Section #1 in 2021-22.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 50%

Title Description	Committee Lead and Commitment <i>Committee hours, not individuals.</i>	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>Estimated timeline from start to finish.</i>	Budget Implications
1.a. Capital Facilities Plan annual review: Review bicycle- and pedestrian-related CFP programs and priorities. Deliverable: Recommendation to City Council	Full committee: 2-3 hours	Transportation staff: 3-4 hours	July - September	Budget implications identified during development of the Capital Facilities Plan
1.b. Emerging policy issues: As appropriate, discuss and make recommendations about emerging policy issues for bicycle and pedestrian transportation. Deliverable: Recommendation to City Council	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Ongoing	None anticipated
1.c. New member applications: Review applications for BPAC vacancies and make recommendations. Deliverable: Recommendation to the General Government Committee	Full committee: 1-2 hours	Transportation staff: 2-4 hours	January - March	None anticipated

1.d. Special projects and studies: As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study. Deliverable: Recommendations to City Council as identified in project/study scope	Full committee: 1-2 hours depending on projects	Transportation staff: 2-4 hours depending on projects	Ongoing	Budget implications addressed through larger project scope
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SECTION 2.

2021 Program Implementation and/or Input to Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from the committee is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2021 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 50%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
2.a. Bike network prioritization: Participate in developing prioritization method for low-stress bike network. Deliverable: Comments to City staff	Full committee: 2-4 hours	Transportation staff: 4-6 hours	July - March	Will be addressed when projects are added to the <i>Capital Facilities Plan</i>
2.b. Capitol Campus Travel Demand Management Project: Briefing from Thurston Regional Planning Council staff on a project to promote telework and flex schedules on the Capitol Campus. Deliverable: Comments to TRPC staff	Full committee: 1-2 hours	Transportation staff: 1-2 hours	July - March	None anticipated

<p>2.c. Climate mitigation: Briefing from City staff on work the City is doing to continue the efforts outlined in the Thurston Climate Mitigation Plan.</p> <p>Deliverable: Comments to City staff</p>	<p>Full committee: 1-2 hours</p>	<p>Climate program staff: 2-4 hours</p> <p>Transportation staff: 1-2 hours</p>	<p>April - March</p>	<p>None anticipated</p>
<p>2.d. Engineering Design and Development Standards (EDDS): As appropriate, review and comment on revisions to the EDDS.</p> <p>Deliverable: Comment to staff and/or recommendation to City Council.</p>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 2-4 hours</p>	<p>June - December</p>	<p>None anticipated</p>
<p>2.e. Project, plans, & study review: As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related projects, plans, and studies.</p> <p>Deliverable: Comments to staff and/or recommendation to City Council.</p>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 2-4 hours</p>	<p>Ongoing</p>	<p>None anticipated</p>

2021-22 BPAC Quick Reference Work Plan

Meeting	Items	Time needed	Anticipated deliverable
May 19th	Bike network prioritization ➤ Discussion		
	Climate mitigation ➤ Briefing		
July 21st	Capital Facilities Plan ➤ Briefing ➤ Form CFP Subcommittee?	30 min	Subcommittee?
	CC TDM project ➤ Briefing from TRPC		Comments to staff
September 15th	Bike network prioritization		
	CFP Memo ➤ Discussion	45 min	Memo to Council
November 17th			
	New member applications ➤ Form subcommittee to review them?	5 min	Subcommittee?
	Officer elections	15 min	Chair, Vice Chair elected for 2022
January 19th 2022	Review new member applications	60 min	Recommendation to City Council
	2022-23 Work Plan	25 min	Work Plan to Council
March 16th 2021	Engineering Design & Development Standards ➤ Briefing and review		Comments to staff



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Housekeeping

Agenda Date: 1/20/2021
Agenda Item Number:
File Number:21-0088

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

Title
Housekeeping

2020-21 BPAC Quick Reference Work Plan

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

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"*