



LEBANON PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE

MARCH 5, 2024 - 7:00 PM

COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

1. Call to Order

- A. To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 391 412 849#). If you have trouble accessing this meeting, please [email catheryn.hembree@lebanonnh.gov](mailto:catheryn.hembree@lebanonnh.gov).

2. Approval of Minutes

- A. February 6, 2024

3. Open to the Public

4. Study Items

- A. Paul Coats from Parks & Rec talking about MRG extensions and Task Force
- B. Review Complete Street Policy [2017-02-07 Complete Streets Policy \(lebanonnh.gov\)](#)
- C. Updates from Other Boards
- Planning & Development
 - Planning Board
 - City Council
 - Police Reports
 - Mascoma River Greenway Coalition
 - Class VI Roads
 - Friends of the Northern Rail Trail
 - Communications Plan

5. Other Business

6. Future Agenda Items

7. Adjournment

The order of agenda items is subject to change.

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to [LebanonNH.gov/Live](https://lebanonnh.gov/Live) where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

DRAFT

**PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE
REGULAR MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL &
REMOTE VIA VIRTUAL PLATFORM LebanonNH.gov/LIVE
7:00 PM, FEBRUARY 6, 2024**

MEMBERS PRESENT: Colin Smith (Chair) [7:20PM]; Marie McCormick; Haynes Bunn; Sean Dittrich; Erling Heistad (City Council)

MEMBERS ABSENT: George Sykes (City Council, Alt); Amy Chan; Clifton Below (Alt); Jared Toon (Alt)

STAFF PRESENT: Catheryn Hembree (Associate Planner)

1) CALL TO ORDER:

Marie McCormick called the meeting to order at 7:00 PM.

2) APPROVAL OF MINUTES

A. January 2, 2024

A MOTION was made by Mr. Heistad to approve the meeting minutes of January 2, 2024, as amended. Seconded by Mr. Dittrich.

AMENDMENTS: Page 2, Line 29: to read “were of interest to her for upcoming projects.”

**The vote on the MOTION was approved (4-0-0).*

3) OPEN TO THE PUBLIC:

None at this time.

4) STUDY ITEMS

C. Updates from Other Boards

- Planning & Development

Ms. Hembree gave an update on this item. A Task Force for the Greenway is being formed.

- Planning Board

Ms. Hembree gave an update on this item.

- City Council

Mr. Heistad stated that he would like the Committee to discuss painted sidewalk options. Mr. Dittrich noted that the Federal Highway Administration released a new manual for road signage. It mentions that aesthetic sidewalks are now an acceptable feature.

- Police Reports

Ms. Bunn stated that there were two additional crashes involving pedestrians or cyclists in December, leading to a total of six in 2023.

- Mascoma River Greenway Coalition

No updates at this time.

- Class VI Roads

No updates at this time.

- Friends of the Northern Rail Trail

No updates at this time.

- Communications Plan

Ms. McCormick stated that a small group met last month to start planning for Curb the Car day.

Chair Smith entered the meeting.

A. Non-Capital Walk, Bike, Ride Lebanon Plan Items

The Committee reviewed its Walk, Bike, Ride Lebanon Plan items.

B. Update to Capital Projects

The Committee reviewed an update to the Capital Projects list.

5) OTHER BUSINESS

None at this time.

7) FUTURE AGENDA ITEMS

None at this time.

8) ADJOURNMENT:

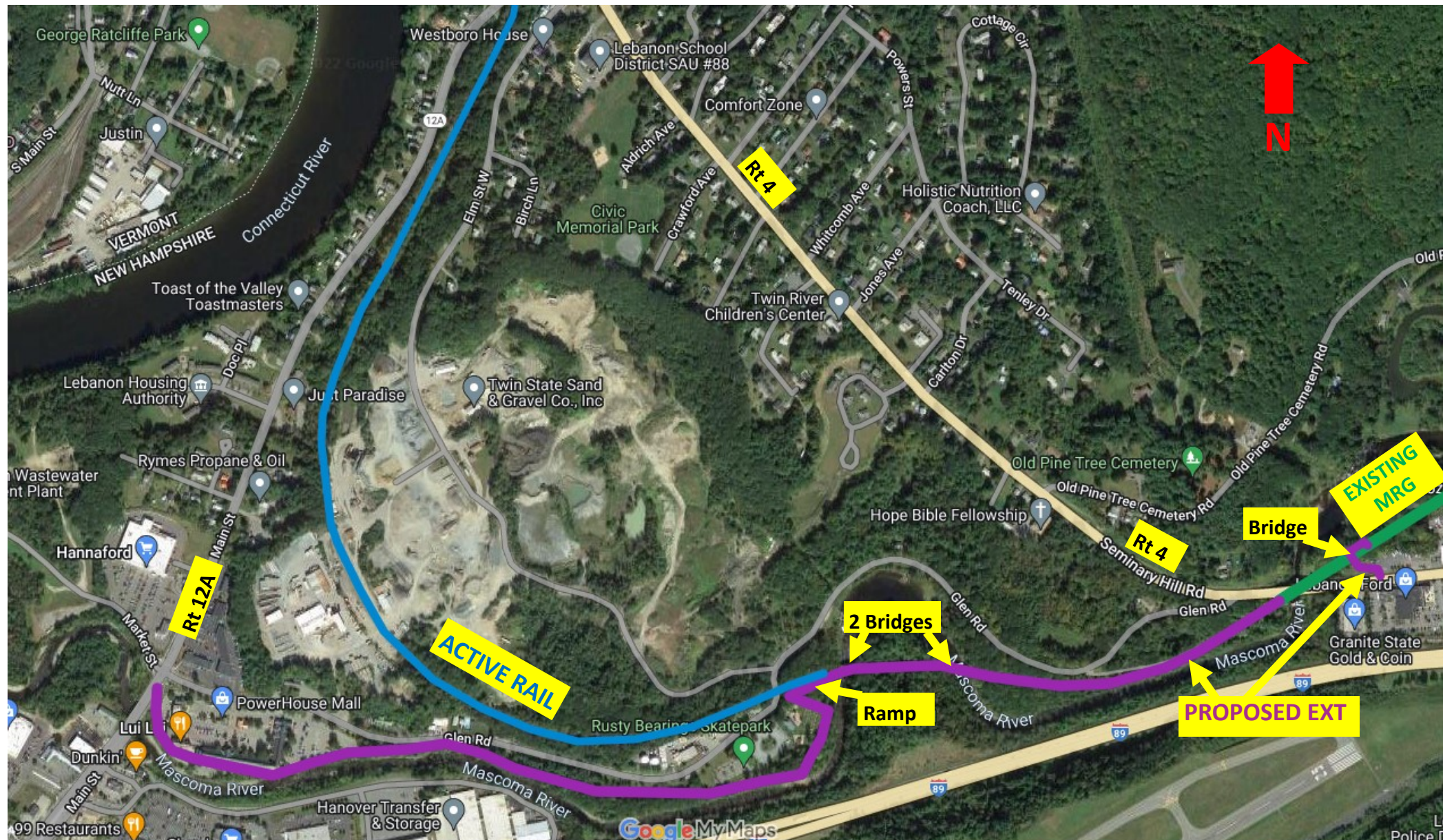
A MOTION was made by Mr. Dittrich to adjourn the meeting. Seconded by Mr. Heistad.

**The vote on the MOTION was approved (5-0-0).*

The meeting was adjourned at 8:45 PM.

Respectfully submitted,
Kristan Patenaude, Recording Secretary

MASCOMA RIVER GREENWAY EXTENSION



500 feet

- Proposed Extension and connector
- Existing MRG extends East to Lebanon and Concord
- Active Railroad

City of Lebanon – Complete Streets Policy

(Adopted January 18, 2017)

VISION AND PURPOSE

The City of Lebanon is a thriving small City that is the regional center of the Upper Connecticut River Valley. Lebanon has just over 13,000 residents, but experiences an influx of as many as 19,000 daily commuters for employment, shopping, and services, which makes transportation a key component in achieving the goals of the City's 2012 Master Plan.

The Vision statement of the Master Plan's Transportation Chapter states:

"The City of Lebanon's transportation systems shall be balanced and integrated in order to improve mobility, enhance resident's quality of life, improve the attractiveness of our neighborhoods, and support planned regional growth. Transportation decisions shall be based on environmentally sound and health-promoting principles, shall focus on reinforcing Lebanon's residential neighborhoods, and shall be pedestrian and bicycle friendly.

"The City of Lebanon shall strive for a balanced and integrated multi-modal (the combination of transit, motor vehicle, air, rail, pedestrian, and bicycle transportation) transportation systems that provides incentives for increased use of transit, bicycle, and pedestrian modes; supports compact, mixed-use development; reduces carbon footprints, and contributes to decreases in both traffic congestion and volumes. The City shall approach transportation issues with an eye to the prevention of future challenges, as well as seeking to remedy problems and support sustainable development."

With this Vision in mind, the Master Plan specifically describes "Complete Streets" as one policy the City can employ to improve mobility and safety for all users. "Complete Streets" are streets designed and operated to enable safe access and mobility for all users, regardless of age and ability, so that pedestrians, bicyclists, motorists, and transit users are able to safely move along or across City streets.

The goal of this Complete Streets policy is to assemble and codify portions of the 2012 Lebanon Master Plan into a document that will guide and inform planners, engineers, and policy makers going forward and to ensure that the City of Lebanon's streets and public ways will be convenient, safe, and accessible for all transportation users, including pedestrians, bicyclists, transit vehicles and riders, regardless of age and physical ability.

CORE COMMITMENT

All Users and Modes

The City of Lebanon shall plan, design, construct, operate, and maintain appropriate facilities for pedestrians, bicyclists, motorists, transit vehicles and riders, and all other users, in all new construction, retrofit, or reconstruction projects, subject to the exceptions contained herein.

Planning

The City of Lebanon shall incorporate Complete Streets principles from the City's Master Plan, into area plans, transportation plans, the Zoning Ordinance, Subdivision Regulations, and Site Plan Review Regulations, and other documents, regulations, and programs as appropriate.

Projects and Phases

The City of Lebanon shall approach every transportation improvement and project phase as an opportunity to create safer, more accessible streets for all users. These phases include, but are not limited to: planning, programming, design, right-of-way acquisition, construction engineering, construction, reconstruction, operation, and maintenance.

Complete Streets principles will be applied to all new City projects, privately funded developments, and incrementally on existing streets through a series of small improvements and activities over time. This policy also encourages the NH Department of Transportation to incorporate these principles in their state-initiated projects that are located within the City. Additionally, the City will strive to continue to improve connectivity with neighboring communities by asking and encouraging other communities to participate in Complete Streets design and implementation.

It is understood that maintenance activities do not necessarily trigger requirements for major street improvements and should not be expected to do so. However, maintenance activities do present some opportunities for smaller improvements that will result in better access and safety for roadway users.

Exceptions

Complete Streets principles will be applied to all street construction, retrofit, and reconstruction projects except in unusual or extraordinary circumstances outlined below. Even under the conditions outlined below, a project's impact will be evaluated for the effect it would have on the usefulness of the street for all users, now and in the future, and the ability to implement other adopted plans in the future:

1. Where pedestrians and bicyclists are prohibited by law from using the facility and where no alternative facilities and accommodations can be provided within the same transportation corridor.
2. Where the construction of walkways, bikeways, or other accommodations are not practically feasible or cost effective because of unreasonable adverse impacts on the environment, neighboring land uses, right-of-way acquisition, or would be disproportionate to the need, particularly if alternative facilities are available within a reasonable walking and/or bicycling distance.

3. Where application of Complete Streets principles is unnecessary or inappropriate because it would be contrary to the public safety and increase risk of injury or death.
4. Where regular maintenance or repair work does not require new design and engineering plans for a full retrofit of a street.

When construction, reconstruction, or retrofit of a street is proposed, any determination that a project will or will not meet Complete Streets principles based on the above exceptions will be reviewed and confirmed cooperatively among departments in the City of Lebanon and/or by the appropriate governing body.

BEST PRACTICES

Policies

The City shall utilize all adopted policies that relate to the right-of-way as appropriate, including:

- City of Lebanon Policy Statement on Design and Construction Standards for Streetscapes (June 27, 2012)

Design Guidance and Flexibility

The City shall utilize the latest accepted or adopted design standards available, including:

- American Association of State Highway and Transportation Officials (AASHTO)
 - o [Guide for the Development of Bicycle Facilities \(4th Edition, 2012\)](#)
 - o [Guide for the Planning, Design and Operations of Pedestrian Facilities \(2004\)](#)
 - o [A Policy on Geometric Design of Highways and Streets \(2011\)](#)
- American Planning Association (APA) & American Society of Civil Engineers (ASCE)
 - o [U.S. Traffic Calming Manual \(2009\)](#)
- Federal Highway Administration (FHWA)
 - o [Manual of Uniform Traffic Control Devices \(MUTCD\)](#)
 - o PEDSAFE: [Pedestrian Safety Guide](#) and [Countermeasures Selection System](#)
 - o [Guidance on Bicycle and Pedestrian Facility Design Flexibility](#)
- Institution of Transportation Engineers (ITE)
 - o [Designing Walkable Urban Thoroughfares: A Context Sensitive Approach \(2010\)](#)
 - o [Neighborhood Street Design Guidelines \(2010\)](#)
- National Association of City Transportation Officials (NACTO)
 - o [Urban Bikeway Design Guide \(2nd Edition, 2012\)](#)
 - o [Urban Street Design Guide \(2013\)](#)

- U.S. Architectural and Transportation Barriers Compliance Board (the Access Board)
 - [Accessible Rights-of-Way: A Design Guide](#)
- Active Transportation Alliance
 - [Complete Streets Complete Networks: A Manual for the Design of Active Transportation](#)

Public Participation

During the planning, design, and review phases of projects, every effort shall be made to encourage public participation and to incorporate feedback as part of the final project.

Context Sensitivity

During the planning, design, and review phases of projects, every effort shall be made to reflect the context and character of the surrounding built and natural environments, and when possible enhance the appearance and character of the existing street.

Streetscape amenities such as street trees, lighting, landscaping, and way-finding, should be incorporated where appropriate and feasible.

Stormwater

The City of Lebanon, in addition to providing safe and accessible streets, shall incorporate best management practices for addressing stormwater runoff.

Measures of Success

Complete Streets shall be regularly evaluated for success and opportunities for improvement. This policy encourages the evaluation of progress, including the following parameters when appropriate:

- User data – bike, pedestrian, transit, and traffic
- Crash data
- Use of new projects by mode
- Compliments and complaints
- Linear feet of pedestrian accommodations built
- Number of ADA accommodations built
- Miles of bike lanes/trails built or striped
- Number of transit accessibility accommodations built
- Number of street trees planted

IMPLEMENTATION

The City views Complete Streets as integral to everyday transportation decision-making practices and processes. To this end:

1. The Planning Department, Department of Public Works, and other relevant departments, agencies, or committees shall incorporate Complete Streets principles into current design standards, including Subdivision and Site Plan Review Regulations, future transportation regulations, Zoning codes, and other appropriate procedures, plans, rules, regulations, and other manuals and programs as appropriate.
2. The Planning Department and Department of Public Works, and other relevant departments, agencies or committees shall review current and future projects and applications, to ensure that they reflect the best available design guidelines, and effectively implement this Complete Streets policy.
3. The City shall make Complete Street practices a routine part of everyday operations, shall approach every transportation project and program as opportunity to improve streets and the transportation network for all users where feasible, and shall work in coordination with other agencies and jurisdictions in the implementation of such practices.
4. The City shall encourage staff professional development and training on Complete Streets attending conferences, classes, seminars, and workshops.
5. The City shall promote project coordination among City departments and agencies with an interest in the activities that occur within the public right-of-way in order to better use fiscal resources.
6. The Planning Department shall document progress on the implementation of this policy.