



LEBANON PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE

APRIL 2, 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: 660 029 778#). If you have trouble accessing this meeting, please [email catheryn.hembree@lebanonnh.gov](mailto:catheryn.hembree@lebanonnh.gov).

2. Approval of Minutes

- A. March 5, 2024

3. Open to the Public

4. Study Items

- A. Guest from Police Department, Captain Alan Lowe
- B. Vote on asking City Council to make Friends of the Northern Rail Trail seat a citizen at large seat.
- C. Review Complete Streets Policy

5. Updates from Other Boards

- A. 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

6. Other Business

7. Future Agenda Items

8. 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
MEETING ROOM 1 – CITY HALL &
REMOTE VIA VIRTUAL PLATFORM LebanonNH.gov/LIVE
7:00 PM, MARCH 5, 2024**

MEMBERS PRESENT: Marie McCormick; Sean Dittrich; Erling Heistad (City Council); Amy Chan (Friends of the Northern Rail Trail representative)

MEMBERS ABSENT: George Sykes (City Council, Alt); Clifton Below (Alt); Jared Toon (Alt); Haynes Bunn; Colin Smith (Chair)

STAFF PRESENT: Catheryn Hembree (Associate Planner); Paul Coats (Director of Lebanon Parks & Rec)

1) CALL TO ORDER:

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

2) APPROVAL OF MINUTES

A. February 6, 2024

A MOTION was made by Mr. Heistad to approve the meeting minutes of February 6, 2024, as amended. Seconded by Mr. Dittrich.

AMENDMENTS: Page 2, Line 33: to add “The Committee held a workshop to alleviate risks for students getting off school buses in West Lebanon and discussed possible demonstration projects.”

**The vote on the MOTION was approved (3-0-0).*

3) OPEN TO THE PUBLIC:

Ben Swanson introduced himself and noted that he is interested in joining the Committee.

4) STUDY ITEMS

A. Paul Coats from Parks & Rec talking about MRG extensions and Task Force

Paul Coats explained that the Mascoma River Greenway (MRG) is an extension of the Northern Rail Trail. The original vision was to connect Lebanon and West Lebanon. He reviewed a proposed MRG extension that will help fulfill the original vision. He asked the Committee to consider how best to form connections from this extension to Main Street. A grant received by the City will fund 80% of this project. He stated that he would like to see a Task Force formed to aid in the design and community education/involvement process. Construction will likely not occur until 2026.

C. Updates from Other Boards

- Planning & Development

Ms. Hembree stated that the most recent pedestrian/vehicle accident occurred at Mount Lebanon School. The Committee discussed how to address this intersection.

- Planning Board

Ms. Hembree gave an update on this item.

- City Council

Mr. Heistad stated that the City has a new fund for redevelopment. Some responses have been received for the requested RFP for Spencer Street. The Council also heard testimony on the cease fire topic.

- Police Reports

No updates at this time.

- Mascoma River Greenway Coalition

This item was previous addressed.

- Class VI Roads

Mr. Heistad stated that the group was trying to come up with three different signs to install for Class VI roads, but this is still being considered.

- Friends of the Northern Rail Trail

Ms. Chan stated that she has resigned from this group and has no updates at this time.

- Communications Plan

Ms. McCormick explained that planning has started for Curb the Car Day. There is an interest in expanding interest and participation in the event. The group would like to work with the Hanover Walk Bike Committee on other potential future events.

B. Review Complete Streets Policy 2017-02-07 Complete Streets Policy (lebanonnh.gov)

The Committee reviewed the Vision & Purpose section of the Complete Streets Policy.

5) OTHER BUSINESS

None at this time.

6) FUTURE AGENDA ITEMS

None at this time.

7) ADJOURMENT:

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

**The vote on the MOTION was approved (3-0-0).*

The meeting was adjourned at 8:40 PM.

- 1 Respectfully submitted,
- 2 Kristan Patenaude, Recording Secretary

Agenda

Lebanon City Council

New Business:

Discuss Revised Membership Composition For Pedestrian-Bicyclist Advisory Committee (PBAC)

Background

The Lebanon Pedestrian-Bicyclist Advisory Committee (PBAC) was originally created in 1994 as a short-term committee. A new charge was established in October 2005 with the mission to help make the City of Lebanon more safely walk-able and bike-able by facilitating, enhancing, and encouraging safe pedestrian and bicyclist travel and connectivity in the City of Lebanon.

The composition of the committee was set at fourteen (14) members, comprised of six citizen members, four alternate citizen members, one Planning Board representative, one Council representative, one alternate Council representative, and one member from Friends of the Northern Rail Trail.

At its meeting on _____, PBAC is requesting that the City Council modify the membership composition of the committee to change the position designated for a member of the Friends of the Northern Rail Trail to a Regular Citizen Representative. The Friends of the Northern Rail Trail are not as active in Lebanon as they once were. Many of the initial proposed projects in Lebanon have been completed and the Friends of the Northern Rail Trail are focusing their efforts outside of Lebanon. There is no longer a resident of Lebanon serving on the Friends of the Northern Rail Trail board. Leaving this designation in place no longer serves the original purpose envisioned at the time of creation of the PBAC.

Action

PBAC Revision Process of the Complete Streets Policy

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.