



**LEBANON PEDESTRIAN & BICYCLIST ADVISORY
COMMITTEE
MAY 6, 2025 - 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: 856 048 942#). If you have trouble accessing this meeting, please [email Catheryn Hembree](#).

2. Approval of Minutes

- A. April 1, 2025

3. Open to the Public

4. Study Items

- A. Ways to Go Events
B. Complete Streets Policy
C. Updates from Other Boards
- Planning and Development
 - Planning Board
 - City Council
 - Police Reports
 - Mascoma River Greenway Coalition
 - West Lebanon and Hanover Greenway (WaHG)
 - Class VI Roads
 - 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, APRIL 1, 2025**

MEMBERS PRESENT: Colin Smith (Chair); Sean Dittrich (Vice Chair); Marie McCormick;
Tim Gilbert; Erling Heistad (City Council); Ben Swanson (Alt)

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

STAFF PRESENT: Catheryn Hembree (Associate Planner)

1 **1) CALL TO ORDER:**

2
3 Chair Smith called the meeting to order at 7:00 PM.

4
5 *Mr. Swanson sat as a voting member.*

6
7 **2) APPROVAL OF MINUTES**

8 **A. March 4, 2025**

9
10 *A MOTION was made by Mr. Heistad to approve the meeting minutes of March 4, 2025, as presented.*

11 *Seconded by Ms. McCormick.*

12 **The vote on the MOTION was approved (6-0).*

13
14 **3) OPEN TO THE PUBLIC:**

15
16 Alan Schnur stated that he noticed in the City Manager's report that there were 12 crashes involving
17 pedestrians and bicyclists in 2024, which is the highest number in the last nine years. He asked about an
18 analysis of this. Chair Smith stated that the Committee is seeking a new person to do accident analysis.
19 Mr. Schnur stated that, if approved to be an alternate for the Committee, he would be happy to help with
20 the analysis.

21
22 **4) STUDY ITEMS**

23 **A. Planning Board Cases: Families Flourish North East, 424 Mount Support Rd - written comments**
24 **to the Planning Board**

25
26 Ms. Hembree explained that Families Flourish is seeking to be an inpatient rehab center for parents who
27 have their children with them. The building is proposed to be located close to the roundabout on Mt
28 Support Rd. The Planning Board's will review the proposal at its next meeting.

29
30 There was discussion regarding having buildings fronting the sidewalk, instead of crossing the access
31 road to get to them. Ms. Hembree stated that there were a lot of designs considered for this site, due to the
32 number of wetlands. This can be mentioned as part of the Committee's comments to the Planning Board.

33
34 There was discussion regarding the bicycle storage spaces allotted on the plan and that there seems to be
35 an appropriate ratio of car parking spaces to bicycle storage spaces.

36
37 **B. Pedestrian & Bicyclist Advisory Committee Education/Outreach Planning**

1
2 Ms. McCormick stated that the 16th is a Ways to Go - Bike to Work Day with a breakfast, and the
3 intention is to hold a bike and learn group commute to the hospital on May 2nd in the morning. There
4 may be future events regarding a bike to the school for children.

5
6 **C. Complete Streets Policy**

7
8 The Committee reviewed the Complete Streets Policy and made amendments to the document. This
9 document will eventually be shared with Public Works to get their comments.

10
11 **D. Updates from Other Boards**

- 12
 - Planning and Development

13
14 Nothing new to report at this time.

- 15
16
 - Planning Board

17
18 Nothing new to report at this time.

- 19
20
 - City Council

21
22 Nothing new to report at this time.

- 23
24
 - Police Reports

25
26 As previously discussed.

- 27
28
 - Mascoma River Greenway Coalition

29
30 Chair Smith stated that, regarding changing the end of abandonment of the railroad, this is still being
31 discussed by the railroad and the State.

- 32
33
 - West Lebanon and Hanover Greenway (WaHG)

34
35 Chair Smith stated that, regarding the West Lebanon Hanover Greenway, fundraising has raised enough
36 money to fund the feasibility study. The group let the City know the fundraising was obtained and the
37 City Engineer should be coordinating with the consultant to get the feasibility study on the contract. There
38 will be data collection and public outreach associated with the project.

- 39
40
 - Class VI Roads

41
42 Nothing new to report at this time.

- 43
44
 - Communications Plan

45
46 As previously discussed.

47
48 **5) OTHER BUSINESS**

49
50 None at this time.

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52 **6) FUTURE AGENDA ITEMS**

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7) ADJOURNMENT:

*A MOTION was made by Mr. Heistad to adjourn the meeting. Seconded by Mr. Swanson.
The vote on the MOTION was approved (6-0).

The meeting was adjourned at 8:09 PM.

Respectfully submitted,
Kristan Patenaude, Recording Secretary

| Type | Description | Speed | Examples |
|-----------------------|--|-----------|--------------------------------------|
| Rural Connector | <p>A street that transitions vehicular travelers from a higher speed thru street to a lower speed local street through a rural area.</p> <p>Accommodation for ped and bike provided through full bike lanes or wide shoulders on both sides. Ideally, a sidewalk on one side of the street on those streets closer to major destinations likes schools, or denser neighborhoods.</p> | | Old Pine Cemetery, Poverty Lane |
| Quiet Streets | <p>Locally utilized with low volume of through traffic. Ideally, would have sidewalks on one side if serves residential units and not a dead-end street.</p> <p>8-9' lanes with <2' shoulders and shared use with bicycles.</p> | 10-15 mph | Elm, Pine, Hough, (most of downtown) |
| Local Connector/Links | <p>Street is used as a merger of local streets and a connection to high volume streets.</p> <p>Accommodates bike and ped traffic with sidewalks and bike lanes.</p> | | Bank, School, Hanover? |
| Thru Streets | Higher Speed thoroughfares, often with many travel lanes and large rights-of-way. | | 120, 12A, Miracle Mile? |
| Class VI Roads | Roads discontinued and not maintained for vehicular travel. | | |
| | | | |

Hanover Funcional Classifications (Figure 12-1):

<https://www.hanovernh.org/DocumentCenter/View/921/Chapter-12---Transportation-PDF>



<https://www.hanovernh.org/DocumentCenter/View/921/Chapter-12---Transportation-PDF>

[Neighborhood Street - NACTO](#)

[Hanover Bike Walk - Complete Streets](#)

I also looked at the [Vermont Communities complete street policy](#) for inspiration

<https://nacto.org/wp-content/uploads/NACTO-Design-Authority-for-Cities-1.pdf>

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.