



**LEBANON PEDESTRIAN & BICYCLIST ADVISORY
COMMITTEE
NOVEMBER 4, 2025 - 7:00 PM
MEETING ROOM 1, 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: 519 608 162#). If you have trouble accessing this meeting, please [email Catheryn Hembree](#).

2. Approval of Minutes

- A. October 7, 2025

3. Open to the Public

4. Study Items

- A. Review of the 2026 Pedestrian & Bicyclist Advisory Committee meeting schedule
- B. Discussion: Locations is Lebanon Ped-Bike Safety Recommendations
- C. 2026 Project Discussion: Cyclist Map of Lebanon
- D. Complete Streets: Department of Public Works (DPW) Comments

5. Other Business

- A. Updates from Other Boards
- Planning and Development
 - Planning Board
 - City Council
 - Police Reports
 - Mascoma River Greenway Coalition
 - Class VI Roads
 - Communications Plan

- B. Crash Data

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 who wish to attend remotely may do so by going to 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 disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

**Lebanon Pedestrian & Bicyclist Advisory Committee Agenda
November 4, 2025**

Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

DRAFT

**PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE
REGULAR MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL &
REMOTE VIA VIRTUAL PLATFORM LebanonNH.gov/LIVE
7:00 PM, OCTOBER 7, 2025**

MEMBERS PRESENT: Colin Smith (Chair); Sean Dittrich (Vice Chair); Erling Heistad (City Council); Alan Schnur (Alt); Trenton Meckenstock; Ben Swanson (Alt) Kellen Appleton (Planning Board)

MEMBERS ABSENT: Jared Toon (Alt); George Sykes (City Council, Alt), Tim Gilbert

STAFF PRESENT: Catheryn Hembree (Associate Planner)

ALSO PRESENT: Marie McCormack

1 **1) CALL TO ORDER:**

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

4
5 *Ben Swanson and Alan Schnur sat as a voting members.*

6
7 **2) APPROVAL OF MINUTES**

8 **A. September 2, 2025**

9
10 *A MOTION was made by Mr. Dittrich to approve the meeting minutes of September 2, 2025, as presented.*

11 *Seconded by Mr. Swanson.*

12 **The vote on the MOTION was approved (7-0).*

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

15
16 None at this time.

17
18 **4) STUDY ITEMS**

19 **A. Updates on Existing Projects**

20
21 Ms. Hembree advertised the Walktober event on October 16th. In terms of updates to existing projects, the
22 Etna Road sidewalk construction is complete, and Phase 2 is on the 2032 Capital Improvements Project
23 Plan. Phase 2 of paving Old Pine Tree Cemetery Rd has been completed and the striping matches Phase 1,
24 though there was an online complaint made regarding the striping. The Main Street and West Lebanon
25 improvements are 60% complete. The Main Street/Mascoma Street roundabout project will open for
26 solicitation on October 9th with bids due November 13th. The Forest Ave improvements are 99%
27 complete. The Mechanic Street sidewalk project will be rebid in January. Stantec is currently drafting a
28 scope of work for the Mascoma River Greenway extension project.

29
30 **B. Dark Riding Safety**

31
32 The Committee discussed how to put out educational information on this item. There was discussion
33 regarding creating posters and potentially finding local partners to collaborate on the project.

34
35 **C. Locations in Lebanon: Ped-Bike Safety and Recommendations**

36

1 The Committee discussed identifying potential locations and creating recommendations to pass along to
2 the DPW and/or Police Department.

3
4 Ms. Hembree explained that the City applied for funding through the Safe Streets for All program.
5 Funding was not received for the first round, and the City is reapplying for the second round. She will
6 update the Committee on this item at the next meeting. The proposed location recommendations could be
7 included in this process.

8
9 **D. 2026 Project Discussion: Cyclist Map of Lebanon**

10 The Committee discussed a potential 2026 project to create a cyclist user guide for Lebanon. This could
11 be a valuable way to show gaps in the area. A printed guide that could be handed out or posted would be
12 useful.
13

14
15 **5) OTHER BUSINESS**

16
17 Mr. Schnur stated that, for the month of August, there were zero crashes involving pedestrians or
18 bicyclists in the City. Year-to-date, there have been seven crashes in 2025, compared to nine at this time
19 from 2024.

20
21 **6) FUTURE AGENDA ITEMS**

22 As discussed during the meeting.

23
24
25 **7) ADJOURNMENT:**

26
27 *A MOTION was made by Mr. Heistad to adjourn the meeting. Seconded by Mr. Dittrich.*
28 **The vote on the MOTION was approved (7-0).*

29
30 **The meeting was adjourned at 8:14 PM.**

31
32 Respectfully submitted,
33 Kristan Patenaude, Recording Secretary

**Meeting Schedule
Pedestrian & Bicyclist Advisory Committee
2026**

| Meeting Date |
|--------------------|
| January 6, 2026 |
| February 3, 2026 |
| March 2, 2026 |
| April 7, 2026 |
| May 5, 2026 |
| June 2, 2026 |
| July 7, 2026 |
| August 4, 2026 |
| September 1, 2026 |
| October 6, 2026 |
| November 10, 2026* |
| December 1, 2026 |

Note: All meetings begin at 7:00pm unless otherwise noted on the meeting agenda.
Note: The Ped and Bike Committee meets on the 1st Tuesday of the month, note meetings with * have a different date, due to holidays or a scheduling conflict.

| Location | Issues | Solutions |
|-------------------------------------|---|---|
| 120/Hanover Street "T" intersection | Cars ingnoring bikes in the bike line to turn right on to 120 | Green WRJ-style paint in conflict point? |
| Route 4 around Franklin Street | Excessive speed from vehicles | speed feedback signs |
| Crosswalks around the Green | Cars ignoring pedestrians | cones at crosswalks, raised crosswalks |
| 120 - Enta Rd | Ped Crossing unsafe | add no right turn when ped light is on sign |
| Prospect Street | Cars driving in the shoulder where peds/bikes are using it | Temporary bollards to keep cars/teach cars not to enter the shoulder where peds/bikes are using it. |

Resources

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 **15,000** residents but experiences an influx of as many as **17,000** 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, **developers**, **contractors**, 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. **(include existing private developments – ie. When repaving)**. 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, **PBAC Review** and/or by the appropriate governing body.

BEST PRACTICES

| Type | Description | Intended Speed | Examples |
|-----------------------|---|------------------------|--|
| Rural Connector | A street that connects two or more dense neighborhoods through a rural* area. Accommodation for pedestrians and bicyclists provided through full bike lanes or wide shoulders on both sides of the road. Ideally, a sidewalk on one side of the street on those streets closer to major destinations like schools and/or denser neighborhoods. | 25-35 mph | Old Pine Cemetery, Poverty Lane, Prospect St?, Glen Road, Heater Road, Sunset Rock, Dulac St |
| Local Streets | Locally utilized with low volume of through traffic. Should have sidewalks on both sides. | Designed for 10-15 mph | Elm, Pine, Hough, (most of downtown), Jones Ave, Timothy St, Mack Ave, Abbot St |
| Local Connector/Links | Street is used as a merger of local and/or quiet streets; a connection to higher volume streets. Accommodates bicyclists and pedestrian traffic with sidewalks and bike lanes, or a parallel shared use path. | 25-30 mph | Bank, School, Hanover? Prospect? Maple St, Highland Ave, Mount Support Rd |
| Thru Streets | Higher Speed thoroughfares, often with many travel lanes and large rights-of-way. Accommodates bike and ped traffic with sidewalks and bike lanes, or multi-use paths parallel to Thru Street. Safe crossings are important and should be handle through pedestrian signals and RFBs. | 30+ mph | 120, 12A, Miracle Mile?, Route 10 |
| Class VI Roads | Roads not maintained for vehicular travel. | NA | Alden Rd |
| Quiet Street | Serves a dead end or sparse residential area. Single narrow cross section used for all travel. 20' width with shared use with bicyclist and pedestrians. | Designed for 10-15 mph | Barrow St, Pine St, Reservoir Rd, |

*rural is used to describe the character of the neighborhood and not the zoning district

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. This shall include but not limited to participation of the Ped-Bike Advisory Committee at their public meetings.

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. When storm drains are located in a bike path, best practices such as bike safe grates that are even with the road will be used.

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:

Implementation of Complete Streets shall be regularly reviewed to identify successes and opportunities for improvement. An annual review exercise will be carried out looking at the indicators below. A more detailed evaluation will be carried out after three years. Progress in implementation of Complete Streets will be measured for some indicators against a baseline of the annual average for the three-year period, 2021 to 2023, and against targets for the other indicators, as shown in the table below. Ad hoc surveys will also be used, as appropriate. Procedures will be put in place to capture the data needed to assess the indicators on at least an annual basis.

| INDICATORS | ASSESSMENT CRITERIA |
|--|---|
| User data – bike, pedestrian, transit, and traffic | Change from the 2021-2023 baseline. |
| Pedestrian and bicyclist Crash data | Change from the 2021-2023 baseline. |
| Proportion of new projects reviewed by the Lebanon Planning Board that (a) included review of pedestrian and bicyclist aspects; and (b) met the criteria included in the Complete Streets Policy | Proportion of projects approved by the Lebanon Planning Board that (a) were adequately reviewed; and (b) met Complete Streets Policy criteria. Target: at least 95% for each. |
| Lebanon citizen Compliments and complaints | Analysis of positive and negative comments |
| Linear feet of pedestrian accommodations built (sidewalks & multi-use paths) | Change from the 2021-2023 baseline. (addition each year) |
| Number of pedestrian crossings upgraded/built | |

- Commented [CH1]:** Who collects data? Paul, AT, Regional Commission, Friends of NRT. Way to have year after year data? Who has counting equipment?
- Commented [CH2R1]:** Different locations - Mnt Support, NRT, MRG, PedBridge
- Commented [CH3]:** Don't have baseline data but interested in starting the collection of annual data.

| | |
|---|---|
| Miles of bike lanes/trails built or striped | Change from the 2021-2023 baseline. (addition each year) |
| Number of transit accessibility accommodations built (bench, bus shelters, access to bus stop, bike racks ect.) | |
| Number of street trees planted | Change from the 2021-2023 baseline. (additional each year) |
| Number of sidewalks, bicycle lanes that are maintained in good condition. | Survey data (survey to be designed as appropriate) DPW Asset management data? Public reporting issues? |
| Assessment of any intersections, crosswalks where a cluster of pedestrian or bicyclist involved crashes occurred. | Survey data (survey to be designed as appropriate) DPW Asset Management Data? Public reporting issues ? |

Commented [CH4]: DPW baseline data and regular survey?
See Click Fix issues?

Commented [CH5]: Combine with crash data

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, program, (and new development?) as opportunity to improve streets and the transportation network for all users, and shall work in coordination with other agencies and jurisdictions in the implementation of such practices.
4. The City shall encourage staff, boards, and committees 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 and Department of Public Works shall document progress on the implementation of this policy and report back annually to PBAC.

Appendix A: References and Resources

National Association of City Transportation Officials: [Neighborhood Street - NACTO](#)

Vermont Department of Health: [Complete Streets - A Guide for Vermont Communities](#)