



**LEBANON PEDESTRIAN & BICYCLIST ADVISORY
COMMITTEE
DECEMBER 2, 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: 353 616 130#). If you have trouble accessing this meeting, please [email Catheryn Hembree](#).

2. Approval of Minutes

- A. November 4, 2025

3. Open to the Public

4. Study Items

- A. Complete Streets: Department of Public Works (DPW) Comments
B. Discussion: Locations in Lebanon Ped-Bike Safety Recommendations

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 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.

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
MEETING ROOM 1 – CITY HALL &
REMOTE VIA VIRTUAL PLATFORM LebanonNH.gov/LIVE
7:00 PM, NOVEMBER 4, 2025**

MEMBERS PRESENT: Colin Smith (Chair); Sean Dittrich (Vice Chair); Alan Schnur (Alt); Trenton Meckenstock; Ben Swanson (Alt); Tim Gilbert

MEMBERS ABSENT: Erling Heistad (City Council); Kellen Appleton (Planning Board); Jared Toon (Alt); George Sykes (City Council, Alt)

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. October 7, 2025**

9
10 *A MOTION was made by Mr. Dittrich to approve the meeting minutes of October 7, 2025, as presented.*
11 *Seconded by Mr. Schnur.*

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

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

15
16 None at this time.

17
18 **4) STUDY ITEMS**

19 **A. Review of the 2026 Pedestrian & Bicyclist Advisory Committee meeting schedule**

20
21 The Committee reviewed the draft meeting calendar for 2026.

22
23 *A MOTION was made by Mr. Meckenstock to approve 2026 meeting schedule, as amended. Seconded by Mr.*
24 *Dittrich.*

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

26
27 **B. Discussion: Locations is Lebanon Ped-Bike Safety Recommendations**

28
29 The Committee reviewed the recommendations for locations around Lebanon. The group discussed
30 additional areas around the City that they would like to consider safety recommendations for. The list of
31 items can be reviewed with the DPW regarding which items could be handled creatively.

32
33 **C. 2026 Project Discussion: Cyclist Map of Lebanon**

34
35 The Committee agreed to table discussion on this item to a future meeting. The Committee agreed to
36 collate any examples of bike maps that can be found.

1
2 **D. Complete Streets: Department of Public Works (DPW) Comments**
3

4 Ms. Hembree stated that the plan is to find a date to sit down with members of the Committee, City
5 Engineers, staff for the Planning Board, and others in order to discuss the Complete Streets plan. This
6 meeting should occur prior to the next Committee meeting.
7

8 **5) OTHER BUSINESS**

9 **A. Updates from Other Boards**

- 10 • Planning and Development

11
12 Nothing new to report at this time.

- 13
14 • Planning Board

15
16 Nothing new to report at this time.

- 17
18 • City Council

19
20 Nothing new to report at this time.

- 21
22 • Police Reports

23
24 Mr. Schnur explained that the Police Department is being asked to provide a description of what occurred
25 during crashes, as they used to. He suggested having some Committee members and Planning Department
26 staff meet with the Police in order to explain this request further. The de-identified data would be helpful
27 for further analyses of crashes in the City and to create a map of locations of crashes to help with safety
28 recommendations for certain areas. Ms. Hembree stated that she believes the police logs are available for
29 the Committee to review.
30

31 Mr. Schnur stated that there have been eight crashes year-to-date, versus nine at this time last year.

- 32
33 • Mascoma River Greenway Coalition

34
35 Nothing new to report at this time.

- 36
37 • Class VI Roads

38
39 It was noted that the Valley News reported that the State has told towns that they cannot prevent people
40 from building new developments on Class VI roads. A landowner could thus force the town to bring the
41 road back into service.

- 42
43 • Communications Plan

44
45 There was a report regarding recent outreach communication items.

46
47 **B. Crash Data**

48
49 As previously discussed during the Police Report agenda item.

50
51 **6) FUTURE AGENDA ITEMS**

52
53 As discussed during the meeting.
54

1 **7) ADJOURNMENT:**

2

3 *A MOTION was made by Mr. Dittrich to adjourn the meeting. Seconded by Mr. Swanson.*

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

5

6 **The meeting was adjourned at 8:12 PM.**

7

8 Respectfully submitted,

9 Kristan Patenaude, Recording Secretary

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.

Commented [CH1]: "highly recommended" but hard to reason why a private residential road should be redone when just repaving. DPW has list of private streets. Evaluate which ones should add components, but hard to make property owner.

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	<p>A street that connects two or more dense neighborhoods through a rural* area.</p> <p>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.</p>	25-35 mph	Old Pine Cemetery, Poverty Lane, Prospect St?, Glen Road, Heater Road, Sunset Rock, Dulac St
Local Streets	<p>Locally utilized with low volume of through traffic.</p> <p>Should have sidewalks on both sides.</p>	Designed for 10-15 mph	Elm, Pine, Hough, (most of downtown), Jones Ave, Timothy St, Mack Ave, Abbot St
Local Connector/Links	<p>Street is used as a merger of local and/or quiet streets; a connection to higher volume streets.</p> <p>Accommodates bicyclists and pedestrian traffic with sidewalks and bike lanes, or a parallel shared use path.</p>	25-30 mph	Bank, School, Hanover? Prospect? Maple St, Highland Ave, Mount Support Rd
Thru Streets	<p>Higher Speed thoroughfares, often with many travel lanes and large rights-of-way.</p> <p>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 Rectangular Flashing Beacons.</p>	30+ mph	120, 12A, Miracle Mile, Route 10
Class VI Roads	Roads not maintained by City for vehicular travel.	NA	Alden Rd
Quiet Street	<p>Serves a dead end or sparse residential area.</p> <p>Single narrow cross section used for all travel. 20' width with shared use with bicyclist and pedestrians.</p>	Designed for 10-15 mph	Barrow St, Pine St, Reservoir Rd,

Commented [CH2]: New commercial development = get them to contribute to alternative route funding

*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)

Commented [CH3]: Don't have baseline data but interested in starting the collection of annual data.

Number of pedestrian crossings upgraded/built	
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](#)

ADD WORKING OLD LINKS FROM ORIGINAL HERE??

Location	Map Link	Issues	Solutions	Resources
120/Hanover Street "T" intersection	https://www.google.cc	Cars ignoring bikes in the bike line to turn right on to 120	Green WRJ-style paint in conflict point? Increase taper distance on bike lane to remove the sharp left-turn across vehicle traffic.	
Route 4 around Franklin Street		Excessive speed from vehicles	speed feedback signs	
Bank Street	https://www.google.cc	Currently posted as 30 MPH through downtown.	Post at 25 MPH through downtown.	
Crosswalks around the Green		Cars ignoring pedestrians Spaces in front of Dr Wood's house - too long vehicles blocking bike travel lane	Restripe to increase pedestrian refuge space adjacent to crosswalks in front of City Hall and Music Center. Install pedestrian bollards or cones at crosswalks, raised crosswalks, planters	https://westerntransportationinstitute.org/wp-content/uploads/2024/04/PopUpTrafficCalmingToolkitFinal.pdf
120 - Heater Road		Ped Crossing unsafe	add no right turn when ped light is on sign (examples in Hanover)	
Prospect Street	https://www.google.cc	Cars driving in the shoulder where peds/bikes are using it	Temporary bollards strategically placed east of curve and at apex to keep cars/teach cars not to enter the shoulder where peds/bikes are using it. Maintain sight distance through regular cutting inside the curve.	https://www.uline.com/BL_590/Flexible-Delineator-Posts?pricode=WY939&AdKeyword=flexible%20traffic%20bollards&AdMatchtype=p&gad_source=1&gad_campaignid=21829749975&gbraid=0AAAAAD_uetPdBcn63m8CJZftnez_XYHlg&gclid=Cj0KCCQIA5abIBhCaARIsAM3-zFVff98lqGkDAy-KhCuDtD2J8RXkC-fr1iqexR4GENPi2qS67-VZa1gaAgzZEALw_wcB
Coburn Park & School Street	https://www.google.cc	Auto-centric design promotes high-speed eastbound right-turn through crosswalk.	Tighten turn and reduce crossing distance by striping narrower lanes (currently >20').	
Maple St & Crafts Ave	https://www.google.cc	Motion-detection ped sign is ineffective and seems to flash randomly rather than for pedestrians.	Replace motion activated ped detection with a push button. Have them at the crosswalk.	
120 & Etna Rd		Crosswalk needed		
Strip Mall Parking lots		Increase Ped Safety	restripe - creating designated ped walkways	
Hanover St: in front of Jiffy Mart		Increase ped safety	Dark - more lights at crosswalk at part closest to bridge	
High Street/Hanover Street		Increase Ped Safety	Dark - more lights at crosswalk at part closest to bridge Ped/Bike accommodation on shoulder/ gate in fence closer to trail for ped/bikes to use/Connect PW Park to NRT with path to avoid road	Add light when re do bridge
Pat Walsh Park & Rail Trail				
Mechanic St - Rivermill Bus Stop down hill		Increase Ped Safety	Need to add sidewalk - Phase 3?	