LEBANON TREE ADVISORY BOARD
SEPTEMBER 14, 2026 - 5:30 PM
MEETING ROOM 2, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

1. Call to Order

2. Approval of Minutes

A. August 3, 2026

3. Old Business

A. Tree Planting
a. Contractor planting
b. Review fall planting
Volunteer fall planting
Dates
Locations
Colburn Park and Mall (updates from Paul?)
City parking — dead ash trees (raised by a few TAB members. Will the DPW remove it or does it need to go to bid?
SAU 88
Dead Ash Trees at LMS — requested by SAU
New street trees at LHS/HSS - Plan TBD with Wes & Kelsey (been pending a contracted tree waterier to support)
Dying/dead trees
Species selection?
c. Maintenance/watering
d. Review trees that have been planted to see what has died and what needs to be replanted in approved site plans.
Planning Dept.
2. Grant Update
3. Inventory update/asset management. Any update?
4. Trees of concern
a. Mall, Colburn Park, Etc.?
5. West Lebanon Dry Bridge Project

4. New Business

A. Welcome guest Charles Marshall, Planning Board — see Planning Board enclosure, for review and comment.

B. Complete the Street Policy, see enclosure, for review and comment.

5. Planning Board Items

6. Other Business

7. Next Meeting

A. October 5, 2026

8. Adjournment

AGENDA
Tree Advisory Board
September 14, 2026

AGENDA ITEM 2:
APPROVAL OF MINUTES

AUGUST 3, 2026

DRAFT

City of Lebanon

Tree Advisory Board

Minutes, Monday, August 3, 2026, 5:30 pm

Meeting Room 1, City Hall or remote via virtual platform lebanonnh.gov /live

MEMBERS PRESENT (6/6): Kathleen Corrigan, Charlie DePuy, Andrew Garthwaite, Kelsey Haigh, Susan Johnson, Sarah Riley

STAFF PRESENT Deanna Armstrong

I. **CALL TO ORDER:** The meeting was called to order at about 5:30pm.

II. **APPROVAL OF MINUTES:** Minutes from 7/6/26 were approved, with minor corrections, by a vote of 4 in favor and 2 abstentions

III. **NEW BUSINESS**

A. Discussion with Laura Sokoloski, Office Manager, Grafton County Conservation District

Laura informed us about the organization and functions of the GCCD. She described some of their programs and encouraged us to think of ways Lebanon might take advantage of their resources. Their yearly plant sale is something Lebanon residents might want to take advantage of. Laura will put us on their mailing list for notices about their activities.

IV. **OLD BUSINESS**

A. TAB Education programs

In response to the questionnaire Susan sent out to our volunteers and others, she has organized a workshop on tree pruning, mulching and planting. It will take place Monday, August 10, 11:00am at Hanover Street School, and will be led by NH Foresters Elizabeth McKinley and A. J. DuPere.

B. Grant Update

Wes Achord and Deanna Armstrong gave us a further update on the planting program, including the status of trees being installed by Gardener's Supply, maintenance of planted trees, status of needed replacements.

There was some question as to how far into the grant period we can continue to plant additional trees after we have reached the agreed number of 210??? Do trees planted above this number still need to have two years of maintenance?

What should be added here????????

C. **Trees/Landscaping for the West Lebanon 12A Dry Bridge Project**
As discussed at our last meeting, no landscaping plans for this project are available on the City website. As agreed, Deanna checked with Brian Vincent, the City Engineer, who is overseeing the 12A Dry Bridge Project. According to Brian, there is no landscaping plan. We agreed that we should investigate this further and do what we can to get some trees and landscaping installed. We will communicate with Brian Vincent and with the West Lebanon Revitalization Advisory Committee to see what can be done. Did we discuss whether we could use some grant money to help pay for trees here??

V. **ADJOURNMENT:** at about 7:00 pm
VI. **NEXT MEETING:** September 14, 2026 at 5:30 pm

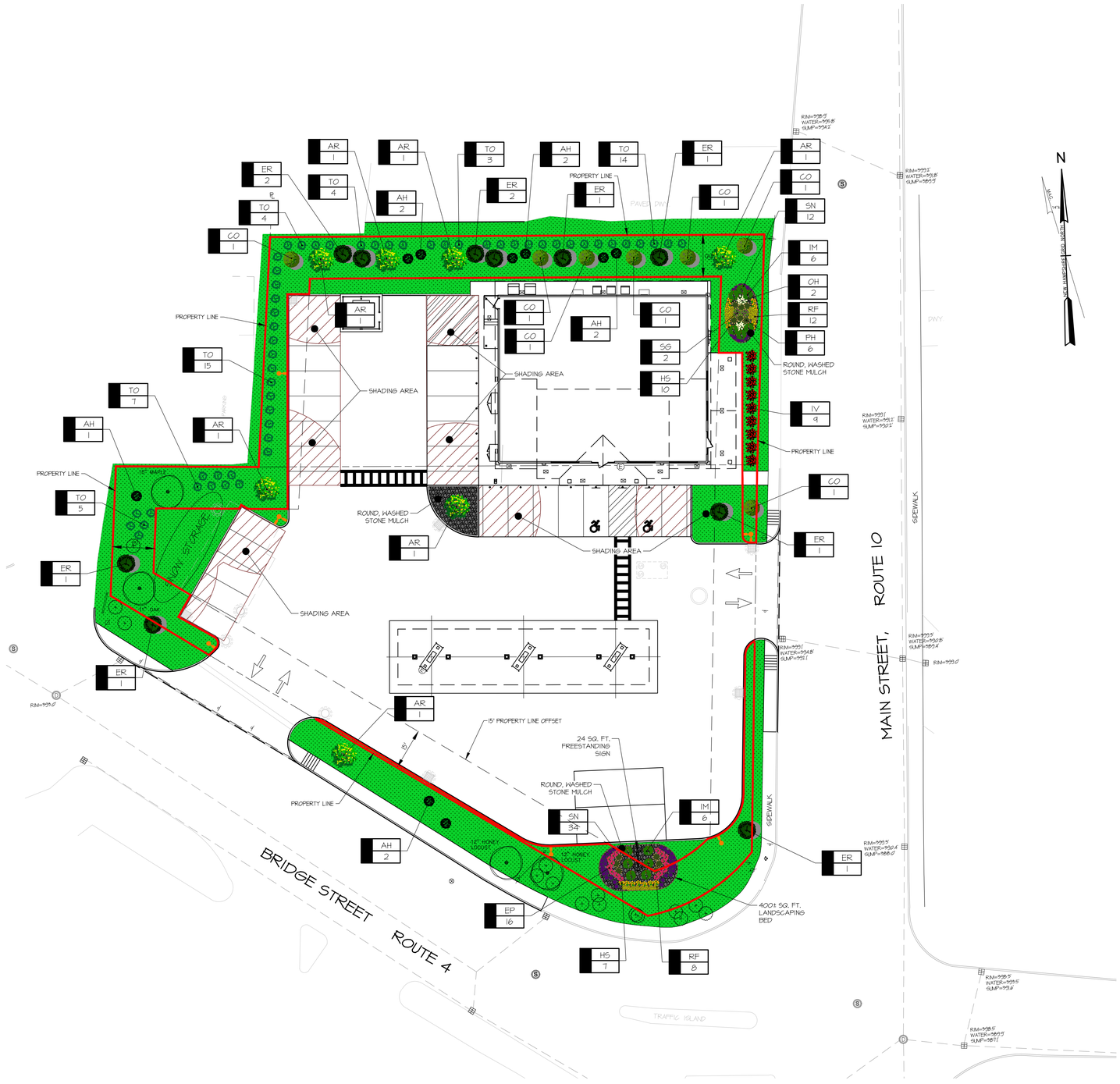
Respectfully submitted,

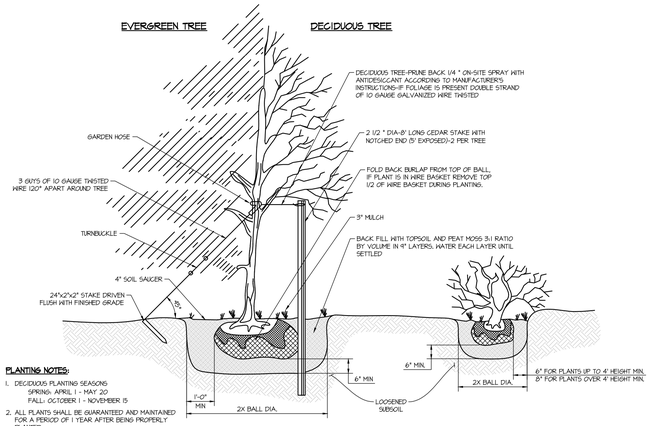
Kathleen Corrigan

AGENDA
Tree Advisory Board
September 14, 2026

AGENDA ITEM 4:
NEW BUSINESS

1. WEST LEBANON SITE-LANDSCAPING DOCUMENT-PLANNING BOARD





PLANTING NOTES:

1. DECIDUOUS PLANTING SEASONS
   SPRING: APRIL 1 - MAY 20
   FALL: OCTOBER 1 - NOVEMBER 15
2. ALL PLANTS SHALL BE GUARANTEED AND MAINTAINED FOR A PERIOD OF 1 YEAR AFTER BEING PROPERLY PLANTED.
3. REPLACEMENT PLANTS SHALL BE PLANTED IN CONFORMANCE WITH THE SAME SPECIFICATIONS AS THE ORIGINAL PLANTS.
4. WRAP DECIDUOUS TREES OVER 1" CAL WITH BURLAP OR ASPHALTING KRINKLE KRAFT TREE WRAP
5. EVERGREEN TREE-GROUND LINE TO BE THE SAME AS EXISTED AT THE NURSERY

PLANTING DETAIL

SCALE: N.T.S.

PLANT LIST

	ABRV	BOTANICAL NAME	COMMON NAME	QTY	SIZE	SPACING
PERENNIALS	HS	HEMEROCALLIS 'STELLA DE ORO'	DAYLILY - STELLA DE ORO	17	2 GAL.	AS SHOWN
	RF	RUDBECKIA FULGIDA	BLACK-EYED SUSAN	20	2 GAL.	AS SHOWN
	EP	ECHINACEA PURPUREA 'RUBY STAR'	CONEFLOWER - PURPLE	16	2 GAL.	AS SHOWN
	SN	SALVIA NEMOROSA 'MAINACHT'	SALVIA - MAY NIGHT	46	2 GAL.	AS SHOWN
	PH	PENNISETUM 'HAMELIN'	HAMELIN FOUNTAIN GRASS	6	3 GAL.	AS SHOWN
			TOTAL PERENNIALS PROPOSED:	120		
SHRUBS	IM	ILEX x MESERVEAE 'BLUE MAID'	BLUE MAID HOLLY	12	24-30" HEIGHT	AS SHOWN
	TO	THUJA OCCIDENTALIS 'EMERALD'	ARBORVITAE - EMERALD GREEN	42	6' MIN HEIGHT	AS SHOWN
	SG	SPIRAEA GOLDMOUND	GOLDMOUND SPIREA	2	24-30" HEIGHT	AS SHOWN
	OH	HYDRANGEA QUERCIFOLIA 'BRIDO'	SNOWFLAKE OAKLEAF HYDRANGEA	2	24-30" HEIGHT	AS SHOWN
	IV	ILEX VERTICILLATA	WINTERBERRY HOLLY	9	24-30" HEIGHT	AS SHOWN
			TOTAL SHRUBS PROPOSED:	67		
TREES	AR	ACER RUBRUM	RED MAPLE	6	2.5-3" CALIPER	AS SHOWN
	CO	QUERCUS x HARER 'NADLER'	KINDRED SPIRIT COLUMNAR OAK	6	2.5-3" CALIPER	AS SHOWN
	ER	CERCIS CANADENSIS	EASTERN REDBUD	10	2.5-3" CALIPER	AS SHOWN
	AH	CARPINUS CAROLINIANA	AMERICAN HORNBEAM	9	2.5-3" CALIPER	AS SHOWN
			TOTAL TREES PROPOSED:	25		

PERIMETER LANDSCAPING CALCULATION:

AREA OF 15' BUFFER NOT OCCUPIED BY PAVEMENT OR BUILDING = 6,740± SF
6,740 SF / 600 SF = 11

THEREFORE; THERE SHOULD BE 11 TREES AND 55 SHRUBS WITHIN THE 6,740 SF

PERIMETER LANDSCAPING CALCULATION:

BUFFER AREA NORTH OF THE PROPOSED BUILDING = 2,985± SF
2,985 SF / 300 SF = 10

THEREFORE; THERE SHOULD BE 10 SHADE TREES AND 10 UNDERSTORY TREES WITHIN THE 2,985 SF

SHADING CALCULATION:

AREA OF PARKING PROVIDED
AREA COVERED BY 30' CROWN DIAMETER

3,015 SQ. FT. = 0.595 = 59.5%
5,070 SQ. FT.

AREA CONSIDERED FOR PERIMETER LANDSCAPING CALCULATION

NOTE:

VERY LITTLE SNOW STORAGE SPACE IS AVAILABLE ON-SITE. ACCUMULATED SNOWFALL WILL TYPICALLY BE REMOVED FROM THE SITE AND DISPOSED OF AT AN APPROPRIATE LOCATION BY A LOCALLY RETAINED CONTRACTOR.

20 0 20
SCALE IN FEET
1"=20'

SHEET 8 OF 29

Stewart's Shops
P.O. BOX 435
SARATOGA SPRINGS NY 12866
(518) 581-1201 x2130

MSK ENGINEERS
P.O. BOX 139, 150 DEPOT STREET
BENNINGTON, VERMONT 05201
PH: (802) 447-1462 FAX: (802) 445-1291

REVISIONS

NO.	DATE	DESCRIPTION
1	6/11/26	CITY COMMENTS
2	7/28/26	ADDED TREES & UPDATE SHADING

STEWART'S SHOPS
CONVENIENCE STORE
97 MAIN STREET
WEST LEBANON, NH 03784

DRAWINGS THIS SHEET
LANDSCAPING PLAN

NUMBER	DATE
1	5/11/26

SHEET NUMBER
C105

AGENDA
TREE AVISORY BOARD MEETING
September 14, 2026

AGENDA ITEM 4:
NEW BUSINESS

NEW COMPLETE STREETS POLICY DOCUMENT

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. 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 likes 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, and Maple Streets, 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 Rectangular Flashing Beacons. New commercial development would be required to contribute to alternative routes if their location is not suitable for pedestrian and/or bicycle infrastructure.	30+ mph	120, 12A, Miracle Mile, Route 10
Class VI Roads	Roads not maintained by City 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 should 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. The Pedestrian Bicyclist Advisory Committee will review data sourced from DWP, NH DOT, the Lebanon Police and Fire Departments, and Recreation Arts and Parks, and look for any changes and patterns to identify areas that have shown improvement or need to be improved.

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	
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 stops, bike racks, etc..)	Any additional accommodations each year
Number of street trees planted	Any addition plantings each year
Number of sidewalks, bicycle lanes that are maintained in good condition.	DPW Asset management data and Public reporting issues.
Assessment of any intersections, crosswalks where a cluster of pedestrian or bicyclist involved crashes occurred.	DPW Asset Management Data and Public reporting issues.

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: Additional References and Resources

NHDOT Complete Streets Policy: HWYS 2 Complete Streets Policy

National Association of City Transportation Officials: Neighborhood Street - NACTO

Vermont Department of Health: Complete Streets - A Guide for Vermont Communities