

**AGENDA
PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE
MAY 14, 2019**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

DECEMBER 4, 2018

DRAFT

**PEDESTRIAN & BICYCLE ADVISORY COMMITTEE
TUESDAY, DECEMBER 4, 2018
CITY HALL, WEST MEETING ROOM
7:00 PM**

MEMBERS PRESENT: Colin Smith (Chair); John Kelleher (Vice-Chair); Erling Heistad (City Council); Alan Schnur; Marie McCormick; Megan Chapman, Kenneth Warren (Friends of Norther Rail Trail); Sarah Crysl Akhtar, Clifton Below (Alt.)

MEMBERS ABSENT: Carl Porter (Planning Board), Shane Smith (Alt. Council Representative)

STAFF PRESENT: Rebecca Owens (Associate Planner)

1 **1) CALL TO ORDER:**

2 Colin Smith (Chair) called the meeting to order at 7:01 PM.

3

4 **2) APPROVAL OF MINUTES:** November 13, 2018

5

6 Amendments: Page 5, line 33: change Marie McCormick to Rebecca Owens, Page 1, Members Present:
7 strike “(Mascoma River Greenway Coalition”) after Sarah Crysl Ahktar; and Page 3, line 10: add the words
8 “was hit”.

9

10 *Moved by Ms. McCormick to approve the November 13, 2018 as presented in the agenda packet, and as*
11 *amended. Seconded by Ms. Crysl Ahktar.*

12 **The vote was 8-0, with one abstention.*

13

14 Mr. Below was appointed to sit for Mr. Porter.

15

16 **3) STUDY ITEMS:**

17

18

A. Updates from Other Boards:

- 19
- 20 • Planning Office - Ms. Owens provided updates on the Altaria pedestrian path, phase 2 of the Prospect Hills development and efforts to coordinate with the School District, the Miracle Mile pedestrian improvements project, and the Route 12A sidewalk project.
 - 21
 - 22
 - 23 • Safe Routes to School - Ms. Owens provided an update on the Safe Routes to School project.
 - 24
 - 25 • City Council – Councilor Heistad provided an update on the sale of a portion of City land on Spencer Street to Keith Beardslee, the NHDOT Mascoma bridge rehabilitation project, and Westboro Yard. Mr. Below noted the Council is in support of the LED streetlight conversion project. Discussion ensued regarding the effectiveness of LED lighting. Discussion ensued regarding the move of the Recreation Department to Seminary Hill.
 - 26
 - 27
 - 28
 - 29
 - 30
 - 31 • Planning Board/CIP Meeting – NONE
 - 32

- 1 • Class VI Roads - NONE
- 2
- 3 • Police Reports - Mr. Schnur noted that there were 0 reported crashes involving pedestrians in October,
- 4 however there was one fatality in November near the intersection of Hanover Street Extension and Evans
- 5 Drive. The Committee discussed the drafting of a letter to the Valley News editor and for the
- 6 Committee’s webpage, and discussed what the purpose of the letter would be. Mr. Kelleher and Mr.
- 7 Schnur agreed to work together to prepare a draft letter.
- 8
- 9 • Mascoma River Greenway Coalition- Mr. Smith noted that Frank Gould will be receiving a citizenship
- 10 award.
- 11
- 12 • Rails to Trails – Mr. Warren reported that an anonymous donation has been received for ditching work.
- 13 The Committee discussed the installation of new signage. Mr. Schnur volunteered to speak with the
- 14 snowmobile association for their input.
- 15
- 16 • Ms. Owens reported that the regional planning commission and Vital Communities are applying for a
- 17 grant to create an access from the rail trail to Route 4 near the Ford dealership. The grant requires a
- 18 match.
- 19

B. Development Regulation Review - On-Site Ped-Bike Circulation

20 Ms. Owens previewed draft amendments to the City’s Site Plan Review and Subdivision Regulations. The
21 purpose of the draft amendments are, in part, to better address parking circulation, multi-modal transit, and
22 pedestrian safety design standards. The Committee discussed mandatory vs. exhortatory requirements; traffic
23 enforcement on private property; the site plan review process and application of regulations to existing
24 developments; and plan submission requirements. Ms. Owens asked the Committee to review the draft and
25 provide comment.
26

27 **4) OTHER BUSINESS:**

28 Discussion ensued regarding the need for a crosswalk on Miracle Mile between Listen and Price Chopper, and the
29 City’s efforts and plans to install the crosswalk.
30

31 **5) FUTURE AGENDA ITEMS:** Ms. Owens reviewed future agenda items:

- 32 • Friends of the NRT / long-term maintenance coordination
- 33 • Mechanic/High/Mascoma Roundabout
- 34 • PBAC Priorities per Master Plan & Bike Friendly Communities
- 35 • Bikeshare Programs
- 36 • Bike Rack Requirements and Mall Location
- 37 • NHDOT Paving Projects
- 38

39 **6) OPEN TO THE PUBLIC:** no comments

40
41 **7) ADJOURNMENT:**

42 *Moved by Ms. McCormick to adjourn the meeting at 8:57 PM.*

43 *Seconded by Ms. Cystal Akhtar.*

44 ** The vote on the MOTION passed (9-0).*

45
46 Respectfully submitted,
47 Tim Corwin, Recording Secretary