

**AGENDA
PEDESTRIAN AND BICYCLIST ADVISORY COMMITTEE
FEBRUARY 5, 2019**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

JANUARY 8, 2019

DRAFT

**PEDESTRIAN & BICYCLE ADVISORY COMMITTEE
TUESDAY, JANUARY 8, 2019
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); Clifton Below (Alt.)

MEMBERS ABSENT: Shane Smith (Alt. Council Representative); Sarah Crysl Akhtar

STAFF PRESENT: Rebecca Owens (Associate Planner); Richard Mello (Police Chief)

1) **CALL TO ORDER:**

Chair Smith called the meeting to order at 7:03 PM.

Mr. Smith appointed Mr. Below appointed to sit for the Planning Board's representative seat, currently vacant.

A. Election of Officers:

Moved by Mr. Below to nominate Colin Smith to serve as Chair of the Pedestrian & Bicycle Advisory Committee. Seconded by Mr. Kelleher.

**The vote was 7-0-1.*

Moved by Mr. Schnur to nominate John Kelleher to serve as Vice-Chair of the Pedestrian & Bicycle Advisory Committee. Seconded by Ms. McCormick.

**The vote was 7-0-1.*

2) **APPROVAL OF MINUTES:** December 4, 2018

Amendments: Page 1, line 11 and Page 2, line 43: delete "Crysl" at Ms. Akhtar's request in an e-mail to Ms. Owens; Page 2, line 13: change "new signage" to "new snowmobile speed limit signage on the rail trail"; Page 2, line 17: change "rail trail" to "Mascoma River Greenway"; and Page 2, line 24: insert "such as parking lots" after "private property".

Moved by Mr. Below to approve the December 4, 2018 minutes as presented in the agenda packet, and as amended. Seconded by Councilor Heistad.

**The vote was 8-0.*

3) **STUDY ITEMS:** (agenda items 3 & 4 were discussed out of order)

B. Discussion with Police Dept. Chief Mello - SAU88/Safe Routes to School Update:

1 Police Chief Richard Mello spoke to the Committee about the Safe Routes to School project including the history
 2 of the program, the development of comprehensive pedestrian & bicycle safety plans for Lebanon schools, and the
 3 City Manager's recent directive to the Police Department to review and update those plans, including an assessment
 4 of what action items from the plans have been accomplished. The Police Department will be inviting various
 5 stakeholders to participate in this process, including the Pedestrian & Bicycle Advisory Committee.
 6

7 The Committee engaged in a preliminary discussion as to what the updated plans should address. Mr. Below
 8 suggested that the Safe Routes to School project should coordinate with the effort currently underway to plan for
 9 the replacement of the City's streetlights.
 10

11 **C. Development Regulation Review - On-Site Ped-Bike Circulation:**

12 Ms. Owens reviewed revised draft amendments to the City's Site Plan Review and Subdivision Regulations. The
 13 purpose of the draft amendments are, in part, to better address parking circulation, multi-modal transit, and
 14 pedestrian safety design standards. Discussion included, *inter alia*, complete streets and landscaping and streetscape
 15 improvements. Chair Smith asked the Committee members to provide Ms. Owens with comments on the draft
 16 regulations by January 29th.
 17

18 **4) OTHER BUSINESS:**

19 **A. Lahaye Drive Path TAP Project Update:**

20 Ms. Owens stated that the City has received comments on the project from the NH Department of Transportation
 21 and approval from NH DOT to move forward with the preliminary design. The consultant is moving forward with
 22 the preliminary design and will be incorporating NH DOT's comments.
 23
 24

25 **3) STUDY ITEMS:**

26 **A. Updates from Other Boards:**

- 27 • Planning Office - Ms. Owens provided an update on the Altaria development multi-use path, noting that
 28 the Council has approved some funding to help keep that project moving forward; a meeting with NH DOT
 29 is one of the next steps.
 30

31 Ms. Owens provided an update on recent Planning Board approvals and applications including the
 32 Dartmouth Coach and Bio X Cell projects on Labombard Road, and proposed changes to the River Park
 33 development. The Committee discussed the proposed crosswalk from Labombard Road across Heater Road
 34 that will be constructed in connection with the Dartmouth Coach project.
 35
 36

37 Ms. Owens noted that a kick-off meeting for the Lebanon Mall tunnel reconstruction project was held today
 38 with the consultant, VHB, and that the project will include a ramp to provide access to the mall.
 39

- 40 • Safe Routes to School – NONE (*except as discussed as part of Agenda 3.B above*)
- 41
- 42 • City Council – Councilor Heistad provided an update on the proposal to create an Urban Services District.
 43 Discussion ensued regarding the purpose of the USB and where it might be located.
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- 45 • Planning Board/CIP Meeting – NONE
- 46
- 47 • Class VI Roads - NONE

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- Police Reports - NONE
- Mascoma River Greenway Coalition- Ms. Owens noted that she met with Paul Coates, the Recreation Department Director and the consultant, VHB, to review what’s now being called the “Gold Connection” from the Ford Dealership to the Greenway using the existing bridge. The project looks viable, but the City is still working on funding, including applying for a grant.
- Rails to Trails – Mr. Warren noted that the City has erected speed limit signs.

5) FUTURE AGENDA ITEMS:

Chair Smith noted that the Committee’s next meeting will be held at Kilton Library in West Lebanon and asked staff to promote the West Lebanon location with the hope of encouraging attendance by members of the public.

Ms. Owens noted that in connection with NH DOT’s scheduled resurfacing of Routes 4 and 10, the City anticipates providing desired lane widths to NH DOT. Discussion ensued regarding the same.

6) OPEN TO THE PUBLIC: no comments

7) ADJOURNMENT:

Moved by Mr. Below to adjourn the meeting at 9:02 PM.
Seconded by Councilor Heistad.
** The vote on the MOTION passed (8-0).*

Respectfully submitted,
Tim Corwin, Recording Secretary