

**AGENDA
PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE
FEBRUARY 4, 2020**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

JANUARY 7, 2020

**PEDESTRIAN & BICYCLE ADVISORY COMMITTEE
TUESDAY, JANUARY 7, 2020
CITY HALL, WEST MEETING ROOM
7:00 PM**

MEMBERS PRESENT: Colin Smith (Chair); John Kelleher (Vice-Chair); Megan Chapman; Erling Heistad (City Council); Alan Schnur; Marie McCormick; Sarah Crysl Akhtar;

MEMBERS ABSENT: Karen Zook (Planning Board); Alex Belenz (Alt); Clifton Below (Alt)

STAFF PRESENT: Rebecca Owens (Associate Planner)

1 **1) CALL TO ORDER:**
2

3 Chair Smith called the meeting to order at 7:03PM. Ms. Owens reminded members that the
4 Committee will continue to have minutes recorded by audio but there is no longer access to a
5 recording secretary, so City staff is responsible for documenting the members present and
6 motions made at each meeting. Ms. McCormick suggested that the Committee considers
7 establishing a rotating secretary position for documenting more detailed information.
8

9 **2) ELECTION OF OFFICERS**
10

11 Chair Smith turned the meeting over to Ms. Owens. Ms. Owens called for nominations for the
12 position of committee Chair. One nomination was received. A vote was conducted and Mr.
13 Smith was elected to serve as Chair for the 2020 term. There was discussion on why on of the
14 members abstained from voting based on the desire to hear more from the nominee(s) about
15 what they have accomplished and hope to work on with the committee. Other members
16 countered that demonstration of the Chair's work is apparent at each monthly meeting. There
17 was no further movement to change committee protocol however the matter may be revisited at
18 future elections.
19

20 *** The Vote on the MOTION passed (5-0-2).**
21

22 Ms. Owens called for nominations for the position of committee Vice Chair and explained the
23 responsibility. One nomination was received. A vote was conducted and Mr. Kelleher was
24 elected to serve as Vice Chair for the 2020 term.
25

26 *** The Vote on the MOTION passed (5-0-2).**
27

28 **3) APPROVAL OF MINUTES: October 10, 2019 and December 3, 2019**
29

30 **Mr. Kelleher MOVED to approve the October 10th, 2019 minutes as amended below and**
31 **presented in the January 7th agenda packet.**
32 **Seconded by Ms. McCormick**
33

34 Amendments:

35
36 Cover Page, Change "Ocotber" to "October"

1 Page 1, Line 8, Add "Mr. Belenz was appointed as a regular member in the absence of Megan
2 Chapman.

3 Page 3, Line 40, Change "to respect the needs of the community" to "respect the decisions of
4 the committee"

5 Page 3, Line 44, Delete "Ms. McCormick noted that Kilton Library was very excited to get the
6 bike rack"

7
8

9 *** The Vote on the MOTION passed (6-0-1).**

10

11 **Ms. McCormick MOVED to approve the December 3rd, 2019 minutes as amended below
12 and presented in the January 7th agenda packet.**

13 **Seconded by Mr. Schnur**

14

15 Amendments:

16

17 Page 2, Line 30, Change "Mr. Colin" to "Mr. Smith".

18

19 *** The Vote on the MOTION passed (6-0-1).**

20

21 **4) OPEN TO THE PUBLIC:**

22

23 Ms. Chapman announced that this was her last meeting and that she submitted a letter of
24 resignation due to other scheduling commitments.

25

26 **5) STUDY ITEMS:**

27

28 A. Updates from Other Boards

29

- Planning Office - Planning Staff

30

Ms. Owens updated the Committee on the following projects:

31

32 10 Bank St: As follow up to the December report on this project, the application has
33 been revised and will be reviewed as a Planning Board public hearing in February. To
34 address points of conflict from the three existing curb cuts, the applicant has reduced
35 one driveway to one-way only so that the 'service drive' will also be used for traffic
36 that exits from the first of the two levels that are planned as structured parking (the
37 third driveway will be 2 way and support entry and exit to the 2nd level of parking).
38 There is already a sidewalk in place and the applicant does *not* plan to change it to
39 continue the sidewalk on a level plane or to re-do the ramps at the curb cuts to install
40 truncated dome plates for ADA detection as would be done at a road crossing. Ms.
41 Owens noted that the applicant indicated they are not concerned about sightlines
42 around on-street parking or landscaping however that the draft site plan regulation
43 update would require verification of sightlines being free of obstructions.

44

45 Mt. Support Rd: As follow up to the December report on projects in this area, the 401
46 Mt. Support Road conceptual review application will be reviewed by the Planning
47 Board on January 13th. This and the other developments on Mt. Support Road are
48 anticipated to coordinate with the City, DHMC, and Advance Transit on the location of
49 transit stops, any potential new private shuttle services, and sidewalk connections
50 from each site to Mt. Support Road as well as potential trail connections to the
51 Landmark Lands. Ms. Chapman asked the how the Planning Board could lower the
52 number of parking spaces required considering that there will be many good
53 opportunities for alternative transportation, whether an express Blue Line transit bus
between Lebanon and Hanover was still a possibility as a bypass to DHMC, and

1 whether a crosswalk will be built over Mt. Support Road. There was also discussion
2 about separating vehicle driveway and pedestrian access to the site from Mt. Support
3 Road.

4
5 DHMC Patient Tower Expansion: As follow up to the December report on this project,
6 the application has been revised and will be reviewed as a Planning Board public
7 hearing on January 13th. They have not revised the plans to address committee/staff
8 ped-bike concerns about bike storage, in that storage will be replace in-kind but they
9 may look into studying rack utilization to put more storage where it is most needed.
10 The big news is that DHMC met with the City last week and is receptive to
11 collaboration on designing and funding a sidewalk or path project on Mt. Support
12 Road to continue the current multi-use path, connecting to their current parking lot
13 facilities for pedestrians and/or all the way to Route 120. Mr. Smith recommended that
14 no matter where the path ends, cyclists to DHMC would benefit from wayfinding
15 signage between Mt. Support Road and Route 120, respectively, to the main campus
16 (including Patient Towers). The committee would like to see a better connection
17 between the north and south sides of the pedestrian facilities on Medical Center
18 Drive, at the gas station, especially as Lot 9 and potential DHMC housing traffic
19 increases activity at that intersection with Route 120.

- 20
21 • Safe Routes to School - Planning Staff/Police Staff

22 No update.

- 23
24 • City Council – Erling Heistad

25 Mr. Heistad advised that there was nothing to report from City Council that will affect the
26 Pedestrian and Bicycle Advisory Committee.

- 27
28 • Police Reports - Alan Schnur

29 Mr. Schnur reported that there was 1 crash involving bikes or pedestrians for the month of
30 November, a non-fatal accident on Route 12A caused when a pedestrian crossed between
31 plazas though a signalized crosswalk was ½ block away. Mr. Schnur and Mr. Kelleher will join
32 an upcoming meeting with the DHMC Injury Prevention Center.

- 33
34 • Mascoma River Greenway Coalition - Colin Smith

35 No update.

- 36
37 • Rails to Trails-VACANT

38 No update. Ms. Owens reported that the regional manager for the Rails to Trails Conservancy is
39 working with the UVLSRPC and other entities in the region to meet gap corridor needs with
40 scenic corridors like the CT River Scenic Byway, to which they have been receptive. It
41 underscores the need to extend the Mascoma River Greenway to WRJ or else regional routes
42 will bypass Lebanon and look to cross the river to VT elsewhere, causing Lebanon to reduce its
43 economic potential from related tourism including the growing e-bike industry.

- 44
45 • Planning Board/CIP Meeting - Karen Zook

46 No Report. There was discussion on desire to have regular meeting attendance from a Planning
47 Board representative, even if not at every meeting, but every other, perhaps. Similarly, DPW
48 has a representative on the committee in terms of receiving meeting agendas and packets but
49 there is currently not regular engagement and that results in more diluted communications with
50 Public Works.

- 51
52
53 B. CSO #13 Route 12A sidewalks: Ms. Owens facilitated the committee's review of the
54 CSO 13 project bounds with a Google walk-through and explained preliminary staff

1 observations. The committee supported staff observations as opportunities for
2 improvement and requested the following to be incorporated in the design alternatives
3 considered for CSO 13 before any final design is chosen. Opportunities and related
4 questions include:

- 5 a. Could the sidewalk be converted into an MUP to more efficiently accommodate
6 space for both cyclists and pedestrians (using less right-of-way because then
7 less shoulder is necessary);
 - 8 b. Can the City paint and sign pedestrian crossings for Romano, Waterman, and
9 between the AT stops at Romano;
 - 10 c. Can there be travel lane width reduction to 10.5' or similarly less than the current
11 width. This part of 12A is already supposed to be a slower traffic area and
12 without dedicated MUP or bike facilities at the present lane width, there is no
13 room for cyclists in the shoulder
 - 14 d. Can the City provide details on big-picture planning for coordination with adjacent
15 projects? Do we have information on the timing and plans for other projects in
16 that corridor such as the dry bridge, any other CSO segments, as well as
17 developments that might affect that section of 12A (e.g., Iron Horse), etc.?
 - 18 e. Is there a way to get sewer easement access along the river to help fill the gaps
19 between the 12A sidewalks and West Lebanon and for river access in general?
- 20 C. Development Regulation Review: Ms. Owens noted that the next step is to establish a
21 Planning Board sub-committee to review the draft amendments pertaining to ped-bike
22 updates.
- 23 D. Road Resurfacing Projects: Ms. Owens reported that NHDOT is planning four
24 resurfacing projects in Lebanon between 2020-2021 including portions of Route 10 and
25 Route 4 and that City staff are evaluating opportunities for travel lane reductions
26 however communications from the City Manager's Office and Public Works have
27 indicated hesitance to convey a request to NHDOT for travel lane width reductions until
28 an official city position has been established, and doing so will require a presentation
29 and request to City Council. Ms. Chapman expressed that there does not seem to be
30 buy-in from City departments to support bike-ped safety and that it is not prioritized; she
31 gave an example that she has shared a request multiple times to restripe the crossing
32 on North Park Street between the fountain and Lucky's, as despite its high traffic location
33 near the Rogers House, it currently hits the curb instead of the accessible ramp,. Ms.
34 McCormick noted that from her office she can see Route 4 at the Middle School and it
35 seems like the center turn lane could be eliminated to instead have more shoulder for
36 people walking and biking there. Mr. Smith commented that he will highlight road
37 resurfacing best practices and opportunities for Lebanon in the committee's quarterly
38 report to City Council on January 22nd.

39
40 **6) OTHER BUSINESS:**

- 41
- 42 A. Lebanon Bike Racks: Ms. Owens reported that the paint was just received but we do not
43 have a delivery date for the finished racks.
- 44 B. Sidewalk Plowing/Maintenance Prioritization: The Committee is aware of public
45 comment to a City Council member, Planning and Public Works staff as well as City
46 Manager's office concerning challenges walking from Hanover Street to Heater Road on
47 Route 120 when the sidewalks are not plowed. The Committee understands the City's
48 need to prioritize which routes are plowed first (schools, medical access, downtown civic
49 areas, etc.). For public safety and Complete Street goals and commitments desires to
50 see the level of maintenance/plowing seen in recent years continued (not reduced). A
51 2009 memo from the Planning Department recognizes the restoration of funding to
52 sidewalk plowing and the significance of upholding this service. There was discussion

1 that it is a challenge to see the topic revisited through the years which a clear policy or
2 predictability, such as a prioritization map that citizens can access for planning their
3 travel.

4 C. Communications Plan: Ms. McCormick conveyed that a next step is to provide a draft
5 and timeline with monthly tasks for implementing the plan.

6 D. Miracle Mile Crosswalk: CIP funding was approved for this project. A citizen contacted
7 the Planning Office last week to complain that he was almost hit while crossing to Listen
8 and that he has almost been hit there at other times as well.

9

10 **7) FUTURE AGENDA ITEMS & FOLLOW-UP NEEDS:**

11

- 12 • Quarterly Report to City Council due January 15 for the Council meeting on the 22nd
- 13 • Miracle Mile pedestrian crossing and details on the project schedule and design now
14 that CIP funding has been approved
- 15 • Inquiries into Planning Board and DPW participation/representation with the
16 committee
- 17 • Site Plan Regulations Review
- 18 • Police Department Speed Study data and timeframe of when the department will go
19 before the City Council
- 20 • Safe Routes to School as relates to the Lebanon High School/Hanover Street School
21 renovation proposal and around the Middle School
- 22 • Communications Plan Report
- 23 • Share the Dartmouth College Master Plan link

24

25 **8) ADJOURMENT:**

26

27 ***Ms. Chapman MOVED to adjourn the meeting at 9:18 PM.***

28 ***Seconded by Mr. Kelleher***

29 **** The MOTION passed unanimously (7-0).***

30

31 Prepared By,
32 Rebecca Owens
33 Associate Planner