

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

**AGENDA ITEM #2A  
APPROVAL OF MINUTES**

**JULY 7, 2020**

DRAFT

**PEDESTRIAN & BICYCLE ADVISORY COMMITTEE  
TUESDAY JULY 7, 2020  
REMOTE MEETING – MICROSOFT TEAMS (CALL-IN ONLY)  
7:00 PM**

**MEMBERS PRESENT:** Colin Smith (Chair); John Kelleher (Vice-Chair); Erling Heistad (City Council); Alan Schnur; Marie McCormick; Alex Belenz (Alt); Clifton Below (Alt); Thomas Martz (Planning Board)

**MEMBERS ABSENT:** Sarah Crysl Akhtar

**STAFF PRESENT:** Rebecca Owens (Associate Planner)

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1 **1) CALL TO ORDER:**

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

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5 **Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements.** Ms.  
6 Owens reviewed the executive order requiring public audio and video access and options for  
7 participation.

8  
9 A Roll Call of Board Members who participated remotely is listed above. Clifton Below and Alex  
10 Belenz were appointed to serve as regular members representing in place of Ms. Akhtar and  
11 the Northern Rail Trail representative, respectively. Mr. Martz introduced himself as the new  
12 Planning Board representative to the Committee.

13  
14 **2) APPROVAL OF MINUTES: June 2, 2020**

15  
16 Amendments: Several amendments to Police Reports, on page 3, were provided by Mr. Schnur,  
17 as relates to the dates, statistics and specification of pedestrians versus pedestrians-bicyclists  
18 in sum. For future minutes drafts that involve a summary of such information, Staff agreed that  
19 Mr. Schnur will be asked to provide preliminary review of draft minutes prior to the posting date.

20 ***Mr. Heistad MOVED to approve the minutes as amended.***  
21 ***Seconded by Mr. Belenz.***

22 ***Roll Call Vote: Members voting in favor included Chair Smith, Mr. Kelleher, Mr. Heisted, Mr.***  
23 ***Below, Mr. Belenz, Mr. Schnur, Ms. McCormick, and Mr. Martz.***

24 ***\*The vote on the MOTION was unanimously approved (8-0).***

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26 **3) OPEN TO THE PUBLIC:**

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28 **4) STUDY ITEMS:**

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30 A. Updates from Other Boards

- 31 • Planning Office - Planning Staff

32 Ms. Owens gave an update on 343 Mount Support Road, the Marek, an active development  
33 application under review by the Planning Board. The project has several elements that the

1 Committee had commented on and which have been addressed in the most recently filed plans.  
2 She showed the Committee presentation slides from the applicant's June 8<sup>th</sup> presentation to the  
3 Planning Board, to point out locations and similar details for road crossings, transit stops,  
4 outdoor and indoor bike storage, recreational facilities and trail access, highlighting that the  
5 Committee's feedback was directly resulting in amendments to the proposed design and that  
6 the updates relate to requirements proposed for modification in the City's Site Plan Regulations.  
7 In particular, the applicant indicates that there will be one bike storage space or comparable  
8 storage, such as flexible storage units for at least 50% of the units, with the potential for future  
9 updates to add more as demand necessitates. Ms. Owens stated that the Planning Board  
10 Development Regulation Sub-committee has expressed uncertainty about the palatability of  
11 such requirements, and that this project demonstrates the feasibility of implementing them.

12 Mr. Kelleher asked if by having more formal access from the Marek to the trails, there could be  
13 an undesirable increase in foot traffic. Mr. Belensz responded that given the nature of the trails,  
14 it is not likely that many users will seek cut-throughs or increase activity in an impactful way. Mr.  
15 Below supported the idea of having increased trail access and utilization of recreational  
16 opportunities in the woods. He also noted that there is a similar concept of flexible storage  
17 space, whether or not designed to be, at the Emerson Apartments, where spare/unused  
18 covered parking spaces are often used for bike parking.

19 Ms. Owens reported that Planning and Recreation staff continue to coordinate with The  
20 Richmond Companies, which owns Miracle Mile Realty, to improve transit access and now,  
21 potentially, improved trail access from the plaza. She has asked Public Works, at the request of  
22 Miracle Mile Realty, to provide a preliminary concept for a more formal pedestrian-bike access  
23 from the Mascoma River Greenway to the plaza. Since there is an existing informal gravel  
24 access located on the plaza property, the first goal is for the City to establish official public  
25 access that in turn reduces the property owner's liability, as such recreational uses provide such  
26 coverage per the NHRSA statutes. A local lawyer prepared a draft agreement that all parties will  
27 review. If approved, the access can be published on maps etc. and the agreement would give  
28 the City the option to improve the access. The second goal is to improve the spur's accessibility  
29 since the grading is a very steep slope. Public Works staff has indicated that such  
30 improvements would require a considerable engineering effort, including drainage and survey  
31 work as well as curbing, rail, and surfacing modifications, and a next step might entail an inquiry  
32 for funding to accomplish that design and construction costs. Chair Smith responded that he is  
33 interested in having the Committee review any concepts for this access.

34 • Safe Routes to School - Planning Staff/Police Staff  
35 No Updates.

36 • City Council – Erling Heistad  
37 Mr. Heistad reported that the Class VI Roads Committee has one member left to recruit and that  
38 the City Council recently approved discontinuance of Foch Avenue and Fellows Hill Road. He  
39 shared that Lebanon Police Chief Mello spoke to City Council about policing policies and that  
40 the presentation was notable.

41 • Planning Board/CIP - Thomas Martz  
42 Mr. Martz recalled that there have been six meetings of the Planning Board Development  
43 Regulation Sub-committee and that most of the meetings have focused on ped-bike related  
44 amendments. Other subcommittee work of the Planning Board that is scheduled for this  
45 summer includes CIP budget proposal review.

46 • Police Reports - Alan Schnur

1 Mr. Schnur reported that for May the monthly City Manager's report showed zero ped-bike  
2 crashes which is different from the general trend for May to have the greatest number of  
3 incidents. He shared that ped-bike fatalities are higher than usual on the whole in NH, however.  
4 Ms. Owens added that she is still working to obtain EMS data from Fire Department staff.

5       • Mascoma River Greenway Coalition - Colin Smith  
6 Chair Smith reiterated interest in having Committee involvement with the Miracle Mile access to  
7 the Greenway. Mr. Belenz said that the Greenway survey would be closed the weekend of July  
8 10<sup>th</sup>, to give time for a VNews letter to the editor to be noticed, and had over 840 responses.  
9 The Committee voiced regard for the high response rate as demonstration of strong community  
10 support for the Greenway.

11       • State of NH Updates - Alex Belenz  
12 Mr. Belenz reported that the State Ped-Bike Plan project, which had been stalled in part due to  
13 an NHDOT staffperson's retirement, was slated to re-start and the consultant, Alta Planning, just  
14 received a contract extension.

15       • Class VI Roads – Colin Smith  
16 No updates.

17  
18       • Rails to Trails - VACANT  
19 No updates.

20  
21       A. Presentation on FHWA Bikeway Planning Guidance

22 Mr. Belenz provided a presentation to the Committee of the key content from a short course  
23 that he took from the Federal Highway Administration about best practices in bicycle facility  
24 planning and design. He included several examples of locations in Lebanon, such as Hanover  
25 Street, that would benefit from implementing the strategies identified in the course. Ms. Owens  
26 noted that CIP proposals under consideration include Hanover Street, and that the Committee  
27 may wish to revisit the FHWA strategies if the project advances. Mr. Belenz also identified  
28 some sample costs for various strategies, like the cost per linear foot of a multiuse path and the  
29 cost of Keene, NH's, recent bike lane installation. He said that the forthcoming transportation  
30 corridor plans from the Regional Planning Commission can present opportunities that apply the  
31 FHWA guidance and that there are tactical or shorter term projects that can be effective as well.  
32 One example was the issue of sewer grates as an obstacle to bicyclists in roadway shoulder  
33 design and that a review of roadway design standards in Lebanon could help address the issue.

34  
35 Mr. Schnur asked if the strategies and FHWA assessment tools consider the growing trend of  
36 electric bikes as relates to increasing cyclist comfort on steeper slopes and to roadway user  
37 profiles in general. Mr. Belenz remarked that he has been enjoying use of an e-bike for efficient  
38 travel. Mr. Schnur also suggested that future presentations or application of the FHWA guidance  
39 in Lebanon provide detail comparing the outcomes and costs of a multiuse path project to a  
40 roadway project. Chair Smith observed that it was interesting to see how FHWA frames and  
41 understands design based on user groups or types. The Committee discussed that it would be  
42 worth highlighting this presentation on its webpage and in the 2021 Bike Friendly Community re-  
43 application.

44  
45       B. Communications Plan Update

46 Ms. McCormick reminded members that the Communications Plan engagement for July had  
47 been planned for the Farmer's Market but that the Committee was going to look at potential  
48 Ped-Bike webpage updates on the City webpages instead. Ms. McCormick, Mr. Schnur and Mr.  
49 Belenz volunteered to help compile and vet feedback about the website and Ms. McCormick

1 asked members to send ideas directly to her. There was some additional discussion about  
2 potential changes, such as a recommendation to add a link to the City's FAQ about "Where can  
3 I find biking and walking information".  
4

#### 5) OTHER BUSINESS:

- 6
- 7 • Educ./Encouragement – Refer to the Communications Plan Update.
- 8 • Bike Friendly Community – Ms. Owens reported that the original application to work from  
9 needs to be located.
- 10 • CIP 2020-2026 – No updates.
- 11 • Other
  - 12 ○ Mr. Kelleher asked if there is a need and role for the Committee to promote  
13 increased wintertime bike riding. E-bikes were mentioned as a potential new  
14 facet for cold weather riding and the Committee discussed that a potential  
15 November communications piece could be on tips for riding in such conditions.  
16 Mr. Heisted said it would be worth caution to such cyclists about interactions with  
17 other users, like skiers. Mr. Schnur surmised that one aspect of encouragement  
18 to such riding would be to state that riding solo can be safer than other forms of  
19 transportation during times of pandemic. Chair Smith confirmed that half of the  
20 Greenway is plowed and the other half is groomed during winter snow conditions.  
21 There was discussion about providing a positive affirmation or statement directed  
22 to Public Works and City Administration of current City walkway clearing  
23 practices and to underscore the need to maintain or increase attention to such  
24 facilities in the coming year as the need to provide safe distancing options for  
25 those on foot or using transit likely continues.

#### 6) FUTURE AGENDA ITEMS & FOLLOW-UP NEEDS:

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- 29 • Compare bike storage provisions in Planning Board applications to draft regulations
- 30 • Review of Bike Friendly Community criteria for renewal of Lebanon's designation, due  
31 Spring 2021 (working group)
- 32 • Compare EMS data to police crash report data (Mr. Schnur)
- 33 • Review the Committee's webpages for updates (working group)
- 34 • Thanks to sponsors for Bike Rodeo-to-Go and helmets (Ms. McCormick, Chair Smith)
- 35 • Explore a central document repository for the Committee (Ms. Owens)
- 36 • Review Mascoma River Greenway survey findings (all)
- 37

#### 7) ADJOURNMENT:

38 ***A Motion by Erling Heisted to adjourn the meeting.***

39 ***Seconded by Marie McCormick.***

40 ***Roll Call Vote: Members voting in favor included Chair Smith, Mr. Heisted, Mr. Below, Mr.***  
41 ***Kelleher, Ms. McCormick, Mr. Belensz, Mr. Martz, and Mr. Schnur***

42 ***\*The vote on the MOTION was unanimously approved (8-0).***

43 The meeting was adjourned at 8:58 PM.

44 Prepared by Rebecca Owens, Planning Staff