

## COMPLETE STREETS MEETING NOTES

*Southwest Region Planning Commission (SWRPC) meeting with Jaffrey Complete Streets Committee*

**6:00 p.m. February 21, 2017**

Jaffrey Town Offices  
10 Goodnow Street, Jaffrey NH

**Present:** Jo Anne Carr, *Town of Jaffrey*; Robert Clark, *Jaffrey-Rindge Middle School*; Tim Gordon, *Jaffrey Planning Board*; Ed Merrell, *Jaffrey Planning Board & SWRPC Board of Directors*.

Guests present were Peggy [?], *Jaffrey Resident*.

SWRPC staff present were Mari Brunner, *SWRPC*; Liz Kelly, *SWRPC*.

**Not Present:** Robert Clark, *Jaffrey-Rindge Middle School*.

### **I. Welcome**

Mari welcomed everyone and gave a brief overview of the meeting agenda. Mari distributed agendas, copies of the draft Jaffrey Complete Streets policy, and updated Complete Streets typology maps.

### **II. Complete Streets Policy Discussion**

Mari said she would read through the policy section by section and solicit feedback from the group as she goes along. Major comments included:

- Jo Anne mentioned that she would like to see “improve quality of life” prioritized in the second item of the preamble. She is specifically thinking about Jaffrey’s multigenerational community.
- Jo Anne would like to see something about the downtown traffic improvement project in the vision & purpose section of the policy. She sees the downtown traffic project as a launching point for the Town in creating a safer, pedestrian and bicycle friendly street network.
- Jo Anne suggested that SWRPC include all municipally *and* state managed transportation projects under the purpose of the policy.
- It was also suggested that SWRPC consider another title for the policy document if the Selectboard doesn’t like the term “policy”. Mari will leave the title as is for now, but if needed, can change it to “resolution” in the future.
- Under the scope of applicability section, discussion ensued about whether to specifically call out priority complete streets corridors in the policy itself. It was decided that SWRPC will reference the supporting document in the policy instead of listing specific priority areas. The supporting document will include the street typology map, design considerations for each street type, and priority implementation areas for complete streets work in town.

- Class 6 roads will not be included in the policy. This won't be specifically stated under the exceptions section.
- Under the evaluation and performance measures section, it was decided that SWRPC would take a more general approach in describing who will measure the success of the policy every year. Instead of listing the Public Works Director as the sole proprietor of this, SWRPC will state that the *town* will include a summary of complete streets related transportation projects in its annual report. This still assumes that the Town will collaborate with the Public Works Director however it best sees fit. Mari will keep all performance measures listed as is in the policy.
- Mari will work with Jo Anne to set up a meeting with the Public Works Director to discuss Complete Streets.
- Mari will email the draft policy to the committee.

### **III. Complete Streets Typology Discussion**

Mari showed the committee new versions of the complete street typology maps that show Route 124/ Main Street as a "scenic route". It should be noted that this is different from the official "scenic road" designation. Mari requested feedback from the committee on the street typology system. Jo Anne noted that Harling Street, Coolidge Street, and Sunnyfield Drive should be neighborhood streets. There were no other comments on the maps. Mari said that she has been working on design considerations for each of the street types. She will send these out ahead of the next meeting.

### **IV. Complete Streets Education & Outreach**

Complete Streets Implementation Workshop: Mari told the committee about a Complete Streets implementation workshop that SWRPC is coordinating in conjunction with Smart Growth America. The two-part workshop will take place on Thursday evening (May 18<sup>th</sup>) and all day on Friday (May 19<sup>th</sup>). The May 18<sup>th</sup> portion of the workshop will be open to the public and include an introduction to the complete streets concept. The May 19<sup>th</sup> portion of the workshop will be more interactive and will be invite-only. This will be geared specifically to towns that already have a Complete Streets policy.

Jo Anne suggested the Jaffrey Civic Center or Fire Department as possible venues for the workshop. Mari will work with Jo Anne to secure a location.

Mari asked the committee what they would like to learn or focus on during the implementation workshop. What would help them as a group to work on or think about in implementing their policy?

- Jo Anne would like to review Jaffrey's existing subdivision regulations to incorporate present-day best practices in complete street design. Jo Anne asked Mari if Jaffrey could receive assistance from SWRPC in reviewing subdivision regulations. Mari will discuss this with other SWRPC staff.
- Discussion ensued about priority areas in town to think about in implementing the Complete Streets policy. Mari asked the group if it would help to brainstorm solutions

for “problem areas” in town during the workshop. The committee thought this would be useful. Some areas mentioned were:

- Gap in sidewalk network on Stratton Road near High School
- There is no space for pedestrians or bicyclists on road segment connecting Stonyfield estates to Jaffrey Town Center

Complete Streets Demonstration: Mari mentioned that SWRPC has some funds set aside for a complete streets project for Jaffrey. Options include:

- ***A Temporary Installation*** of Complete Streets elements to showcase how a street could be redesigned to be more walkable, bikeable, and safer for all users. Example retrofits include a temporary bike lane, crosswalk, or traffic calming elements. SWRPC could set up an installation and setup comment boxes for the general public to provide feedback on the ideas.
- ***A Design Charrette*** facilitated by SWRPC or an outside party to explore possibilities for implementing complete streets concepts for a specific area of town.
- The committee liked the idea of creating a temporary installation. Tim mentioned that it would be great to show the town what complete streets look like and to have the installation set up during a busy weekend such as Memorial Day. Potential roads identified for a demonstration project include Goodnow Street and School Street. Mari will bring aerial maps of these sites to the next meeting and the committee can discuss more specific ideas for demonstration projects.

## **V. Rack it Up!**

Mari passed out Rack it Up! packets that include a flyer about the program, a sticker, a card to give to local business owners, and a sample interest form. She asked the committee to review the packets and to pass the word on to those business owners or organizations they think might be interested in the program. At the next meeting, the committee can discuss potential locations in town for bike racks.

## **VI. Next Meeting**

The next meeting will be held on Tuesday, March 21 at 4:30 p.m. at the Jaffrey Town Offices.

## **VII. Adjourn**