

WESTCOG TRAFFIC CALMING & COMPLETE STREETS TOOLBOX

Project Advisory Committee Meeting Notes

October 3, 2025 1:00-2:00PM ET

PAC Members + TAG Participants		
Municipality	Name	Title/Role
Bethel	Eric Swenson	Public Works Director
Brookfield	Greg Dembowski	Economic Development
Greenwich	Gabriella Circosta Cohee	Deputy Commissioner of Public Works
New Caanan	Tiger Mann	Public Works
New Milford	Jack Healy	Public Works Director
Norwalk	Steven Kleppin	Town Planner
Norwalk	James Meehan	City Engineer
Ridgefield	Jake Mueller	Town Engineer
Stamford	Luke Buttenweiser	Transportation Planner
Westport	Keith Wilberg	Town Engineer
CTDOT	Matthew Abbott	Transportation Planner
WestCOG	Francis Pickering	Project Team
WestCOG	Mike Wilson	Project Team
WestCOG	Kristin Hadjstylianos	Project Team
Toole Design	Carrie Long	Project Team
Toole Design	Shawna Kitzman	Project Team

1. Welcome and Introductions

- WestCOG PM Mike Wilson kicked off the project meeting with welcoming remarks and reviewed the project happenings. Toole Design PM Carrie Long followed up with an introductory slide that included an icebreaker activity: Participants shared their favorite street. Participants shared their unique perspectives through responses.
- Carrie reviewed the agenda for the meeting and encouraged dialogue.

2. Project Background, Goals, and Objectives

- Carrie reintroduced a “Traffic Calming 101” definition of traffic calming and typical approaches.
- The intention is to reduce speed consistently and to address motorist displacement from I-84 and other routes, primarily via tools such as Waze.
- The Toolbox purpose is designed as a best practice primarily for local, residential roadways.

3. Regional Status Quo Memo

- Carrie then addressed the Regional Status Quo memo. Our team had solicited and reviewed documents, policies, and other municipal-provided materials for our scan and compilation. The key takeaways include:
 - a. Advancing local ordinances
 - b. Realigning intersections
 - c. Expanding bicycle and pedestrian infrastructure
 - d. Promoting access management
 - e. Improving parking management through innovation
- Through the team's Focus Groups with first responders, public works, and engineering staff in regional municipalities, the key takeaways are:
 - a. The need to correct rerouting of traffic onto local roadways
 - b. Development of treatments for historic and/or narrow roadways
 - c. Preference for raised crosswalks
 - d. Coordination of tools/measures with new development in the region
 - e. Support for education, campaigns, and automated enforcement tools

Carrie asked for feedback regarding the Regional Status Quo Memo.

- Eric mentioned that Bethel's listing should include their 2016 Master Plan and 2020 POCD.
- Greg inquired about feedback from CTDOT district office on this document, based on LOTCIP grant mid-block RRFBs feedback to Brookfield. He indicated that DOT has historically been reluctant to install vertical speed calming on state roads. Eric would like more RRFBs within his community as well.
- Greg noted that Brookfield revised their POCD within the past 3 weeks, for consideration in the Status Quo Memo.

4. Best Practices Review

Carrie inquired about the Best Practices review, with a special focus on transition zones in village or commercial centers.

- Key takeaways include:
 - a. Context-sensitivity is fundamental
 - b. The desire to expand and connect the active transportation network
 - c. Focus on transition zones as safety and placemaking priorities
 - d. Opportunity to evaluate shared right-of-way for broader use
 - e. The need to promote systemic solutions
- Eric complemented the usefulness of the document and inquired if future deliverables will consider implementation. He requested more tactical urbanism guidance, as a low-cost method to gather feedback. Using materials as simple as safety cones, or temporary curbs and delineators, can be valuable.
- Francis indicated that the toolbox is intended for holistic integration with the broader transportation network. Not only retrofits, but applies to future, proactive planning. The goal is to avoid overbuilding roadways, which is the historic cost-driver.
- Shawna indicated demand for this information within CRCOG municipalities with similar characteristics. Francis confirmed this will be a publicly available toolbox with can be used beyond WestCOG region.

5. Toolbox Preview

Carrie introduced a spread from the draft toolbox, with graphics, organized content, and general order of magnitude costs.

- Greg and Eric agreed that the draft appears helpful.

6. Next Steps

- Carrie reviewed the Next Steps, including developing planning precepts and sharing the draft toolbox. She discussed site planning, transition zones, programs and policies, environmental design, as well as programs and policies. She welcomes participants to consider the organization of the Speed Management section of the toolbox. Participants will have the opportunity to weigh in within the next two months.
- Carrie encouraged PAC members to submit local photos for inclusion in the toolbox, or feedback, to Mike at mwilson@westcog.org.