WESTCOG TRAFFIC CALMING & COMPLETE STREETS TOOLBOX

# Project Advisory Committee Meeting

**Thursday, December 4th 2025**

10AM – 11AM ET

Virtual via Teams

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## Attendees

**WestCOG:** Kristin Hadjstylianos, Mike Wilson, Francis Pickering

**Toole Design:** Carrie Long, Shawna Kitzman, Moctar Fall

**Participants:** Garrett Bolella (Norwalk), Greg Dembrowski (Brookfield), Veera Karukonda (Danbury), Michael Salter (CTDOT), Eric Swenson (Bethel)

## Presentation

### Introduction

Carrie initiated the meeting by walking through the agenda. She touched upon the concept of 'sneckdowns' as viable methods to see how drivers and other users travel, by what's left of fallen snow. She then reintroduced the toolbox purpose, which is a resource for planning precepts and design principles for local and residential roads. Carried reviewed the activities that have led to this point in the project.

### Toolbox

Carrie noted that she shared the digital draft of the Toolbox around Thanksgiving. The document begins with a review of regional efforts and themes (informed by the Regional Status Quo), as well as a summary of key definitions related to Traffic Calming, Complete Streets, and speed management. The next section reviews how to use the Toolbox, providing a summary of how tools are organized into 'Things you can do *to* a street' and 'Things you can do *beyond* a street'. The six thematic categories include:

1. Special Street Types
2. Periodic Measures
3. Cross-Section Changes
4. Traffic Control Devices
5. Softening the Street
6. Programs and Planning

Each of these six categories includes a collection of measures and tools to support traffic calming objectives and Complete Streets principles; the Toolbox section (i.e., the tools themselves) comprises the third section of the overall Toolbox document. This is followed by a list of references, resources, and links to studies or guidance that municipalities may find useful in applying the Toolbox to their work.

To demonstrate use of the Toolbox, Carrie walked though an example of Maple Street in Darien. This lower volume local road provides access to community services, transit, and recreational areas. One could refer to the Toolbox sections to determine changes to the roadway geometry, adjustments to roadway striping, or wayfinding specifics to calm traffic for this specific road.

## Discussion

Carrie indicated there is an option to add call-outs, showcasing local case studies and successes. The Toole Design Team may also reinforce the Gateway measures, as well as expanded discussion of roadway zones. Garrett supports the addition of call-outs, or appendix of local examples. Viewing these around the region is a great option! Pricing changes quickly. Curb to curb raised crosswalks vs. truncated with lighter requirements to address draining. Carrie confirmed the price ranges are vague, since there are so many variables.

Greg would like to see more examples photos for WestCOG, as he wonders if this document is specific for WestCOG or a broader audience. Greg wants to ensure that CTDOT (District 4) approves the guidance, as sometimes CTDOT supports at a high-level but local Districts reject design changes. Shawna and Kristin indicated that this is a resource that other CT COGs could use. Kristin confirmed this document is primarily focused on locally owned roads. Mike Salter, Transportation Supervising Planner from CTDOT has some new staff and direction. Mike shared with the PDU, Traffic, Active Transportation Planning and SRTS departments. Comments are requested by CTDOT staff by December 17. He welcomed specific guidance from this team. Shawna mentioned common feedback from municipalities is the disconnect between CTDOT leadership and the Districts; any information to share within this document is helpful.

Garrett asked if there will be examples or links to specs would be helpful. Carrie mentioned that municipalities within WestCOG is most efficient way. The Toolbox guidance includes more national level guidance.

Eric Swenson mentioned his appreciation for CTDOT's involvement in the planning process. He finds the document very user-friendly. The 'Estimated Cost' icon section may benefit from a 'CTDOT Approved' section, 'For local roads only', 'For local and state-owned roads', or 'Requires Further CTDOT Discussion', etc. More local examples are always good, for proof of concept.

### Document Flow and Use

Carrie inquired about the overall ease of document use, use of plain language rather than jargon. Are there specific 'hot button' items proactively. Mike Wilson pointed to the example table that orients users well. He asserted that several town and city planners will be at the workshop next week. Francis was complimentary of the work done to date. He wants to consider the resource with broader, including new developments or roadways, and avoiding the need for future retroactive traffic calming. Consider the life cycle of existing infrastructure and how we can use these best practices proactively, at a broader system level.

Greg directed Carrie to page 82 (and subsequent), related to the Housing Bill 8002. Francis will review this section. By July 1, 2026 municipalities must address zoning and parking requirements, developers must conduct parking review. The bill undermines parking reform, by limiting municipalities in some ways, parking needs assessment (ITE or similar). Shawna and Carrie agreed that there is an opportunity now to nod to the new guidance here, while being relatively vague.

Garrett requested to highlight regional or CT state datasets that could be used for each section to ease the decision-making process. What's available? Is it free, or does it require payment? Carrie indicated this information could be compiled in an appendix.

## Conclusion

Carrie thanked participants for their productive discussion and indicated the next two items include a review of Draft Toolbox (by the PAC and others), and to finalize and share the Toolbox. There is also the workshop on Tuesday, and all of today's participants are invited to the Comstock Community Center. Mike Salter requested written request from the team to pass along at CTDOT. Carrie indicated we may share wider feedback after the Tuesday workshop. Francis asked if guidelines from the 1987/88 CT Legislature still hold. While they reflect a different era in roadway design, he wonders if they still have teeth. Mike Salter will review this question with Highway Design.