

# WESTCOG TRAFFIC CALMING & COMPLETE STREETS TOOLBOX

## Project Advisory Committee Meeting Notes

March 25, 2026 1:00-2:00PM ET

PAC Members		
Municipality	Name	Title/Role
Bethel	Eric Swenson	Public Works Director
Brookfield	Greg Dembowski	Economic Development
Danbury	Veera Karukonda	City Traffic Engineer
Norwalk	Garrett Bolella	Assistant Director, Traffic and Parking
Redding	James Gracy	Director of Public Works
CTDOT	Matthew Abbott	Transportation Planner
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. He expressed gratitude on behalf of WestCOG for the PAC’s role in shaping the process and final Toolbox. Toole Design PM Carrie Long opened the presentation and echoed Mike’s appreciation for the PAC for their commitment, review and comment on draft work products, and input over the course of the project. Their involvement shaped a Toolbox reflective of the region.
- Shawna Kitzman reviewed the agenda for this fourth and final PAC meeting. She reiterated the Toolbox purpose and role of the PAC, requested feedback for the Toole Design team, and walked through the key updates since the last PAC meeting in December.

### 2. Toolbox Updates and Revisions

- Carrie walked through differences among this Toolbox from the last version. Key changes include:
  - An expanded overview of key concepts
  - Addition of local examples and references, including more local photos
  - Expanded Focus Group summary
  - Expanded discussion of selection criteria
  - New section on project delivery, permitting, and other approvals
  - Expanded linked resources
- Greg Dembowski shared specific feedback/questions. He indicated there is “a lot of good content” in the Toolbox.

- a. Confirmed active links and bookmarks once the final Toolbox is published; Carrie confirmed this will be a finishing touch.
- b. **Page 85:** Replace photo with CTDOT-approved RRFB image. He wondered if municipalities would install a non-CTDOT compliant RRFB on a locally-owned road.
- c. **Page 89:** Include reference to drought-resistant trees if municipality does not plan to irrigate tree pits. Carrie commented that the document doesn't get into many specifics, but this change would be applicable.
- d. **Page 90:** CTDOT requires the designed standard of breakaway coupling of sidewalk lighting (approximately 1' tall base) on state owned roadways. Additionally, municipalities are required to have a Master Municipal Agreement (MMA).
- e. **Page 92:** Parking requirements/standards may be impacted by Housing Strategies related to HB 8002.
- f. **Page 106:** Link to Brookfield's correct website.
- Garrett Bolella commented on the thoroughness of the document, with several comments.
  - a. **Page 12:** Themes include traffic calming with vertical deflection, which may be captured in a new paragraph. It would be helpful to have documentation that there is not delayed response time. Request to provide more context with the first responders/emergency management. City of Norwalk first response community/leadership still has reservations but are on board with around 3" raised crosswalks and raised intersections.
  - b. He'll provide an updated link to the City of Norwalk's.

#### 4. Discussion

To demonstrate how users can apply the Toolbox in their daily work, Carrie walked through an example of High Ridge Avenue at Barry Avenue in Ridgefield, using Google Streetview. She shared the table on page 24 of the Toolbox.

She then walked through how this Toolbox might apply at Hart Elementary in Stamford, located on Adams Avenue. This school is in a denser urban environment and recently installed a mid-block crossing. The table would be a good place to start, as well as the documentation about prioritizations around schools. Design elements could include curb extensions or increased pedestrian-scale lighting.

Lastly, she shared Maple Street at Linden Avenue in Darien. This residential road has cut through traffic and AADT of 1,200.

Mike requested that Greg and Garrett share their feedback via an email for project records.

Garrett inquired about the final Toolbox publication date. Mike mentioned it'll be ready once Toole Design incorporates edits from today and WestCOG quality-checks one final time.