



Modification to Approved Site Plan

( ) Report (s) from other Town Agencies as follows:

- Fire Marshal
- Town Engineer
- Inlands Wetland Commission
- CT Dept. of Transportation
- Zoning Enforcement Officer
- Other Agency (please specify) \_\_\_\_\_

( ) Copies of additional information as follows: \_\_\_\_\_

Patricia del Monaco 10/3/22  
 Signature of owner (date)  
 First Selectman

[Signature] 10/3/2022  
 Signature of Applicant (date)  
 Chairman, Permanent Building Committee

\*It is the responsibility of the owner/applicant to supply this department with all applicable documentation. It is also the **owner/applicant responsibility to follow up with each department** that all letters / reports have been submitted to the ZEO prior to the meeting date.

For Office Use Only

Application complete \_\_\_\_\_yes, \_\_\_\_\_no.

This application complies \_\_\_\_\_ / does not comply \_\_\_\_\_ with the requirements of the Zoning Regulations.

This application fails to comply as follows: \_\_\_\_\_

Review by ZEO \_\_\_\_\_ Date \_\_\_\_\_ . Date of Receipt by Zoning Commission \_\_\_\_\_ .

Date of Commission Action \_\_\_\_\_ . Legal Notice Published \_\_\_\_\_ .

\_\_\_\_\_ Application Approved                      \_\_\_\_\_ Application Denied

\_\_\_\_\_ Application Approved & Modified

Conditions: \_\_\_\_\_

Comments: \_\_\_\_\_

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**To:** Antonio Iadarola, P.E. – Town of New Fairfield

**From:** Christopher Cardany, P.E.

**Date:** 21 March 2021  
Revised 22 March 2021  
Revised 30 September 2022

**Re:** Traffic Management Plan  
New Fairfield Meeting House Hill School & Consolidated Early Learning Academy  
New Fairfield, Connecticut  
Langan Project No.: 140215351

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## **Introduction**

The purpose of this memorandum is to document and provide guidance for traffic management at the Meeting House Hill School (MHHS) and Consolidated Early Learning Academy (CELA) at 24 Gillotti Road in New Fairfield, Connecticut. As part of the project, the Consolidated School at 12 Gillotti Road was relocated to the CELA addition at MHHS with associated site improvements. Based on the combination of these two schools, this traffic management plan seeks to provide guidance to school officials and administrators to provide safe and adequate management of vehicles and pedestrians on the proposed school campus.

Based on discussions with school officials, the school will manage the campus using two crossing guards, a School Resource Officer (SRO) and staff assistance as necessary.

This revised plan incorporates several conditions observed during the first few weeks following the opening of the school addition including queuing, arrival times for buses and parents, and staff availability for afternoon pick-up.

## **Main Site Areas & Vehicular Circulation**

The proposed campus is broken up into three main areas outside of the school building: the western parking area, the southern parking area, and the eastern parking area. As part of the proposed improvements and construction of the CELA addition, the eastern parking area was reconstructed and the western/southern parking areas remained essentially the same as in the previous conditions (See attached parking area plan).

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The western parking area will remain a staff/faculty parking area, as it was in previous conditions. It is accessed by the full-movement, west driveway.

The southern parking area will remain a visitor parking area, as it was in previous conditions. Visitors are permitted to park in this area and check in with the school at the southern school entrance (to remain). It is accessed via the east driveway, where vehicles enter the east driveway and turn left into the southern parking area. To leave the school, they will continue on the one-way internal drive and exit from the west driveway. Traffic through this area during peak periods should be discouraged, by use of traffic cones or posted staff in this area if required.

The eastern parking area was reconstructed as part of the CELA expansion project. It will be accessed by staff, buses, and parent vehicles via the full-movement east driveway. The east parking area is comprised of three subareas: the bus drop-off/pick-up loop; the parent drop-off/pick-up loop; and the parking area that is circumscribed by the two loops. The bus drop-off/pick-up loop provides an outside loop for buses to drive counterclockwise around the parent loop and eastern parking area. The parent drop-off/pick-up loop provides an inside loop for parents to drive counterclockwise around the eastern parking area. Buses and parents will drive on the same access road up until the loops split, where the buses will use the right lane and parents will use the left lane to continue to the main drop-off/pick-up area. Prior to the split, parent vehicles should queue on the left side and buses should queue on the right side of the one-way access road/loop. In the main drop-off/pick-up areas, the vehicles will stop to let students in or out. Once students have either been picked-up or dropped-off, buses and parent vehicles will merge south of the loops and continue straight to the full-movement, east driveway. The parking area within and in the loop is accessed from the south via the east driveway and is intended to be shared by staff, limited visitors, and parents during the afternoon pick-up times as further described below. As part of this application, a cut-through into the parent loop is proposed to allow one way entry into and out of this parking area. This allows additional separation of buses and cars prior to entering the loop and additional queuing for each during pick-up times. Additional visitor parking spaces are provided within the parent and bus drop-off/pick-up loops, which is intended to be used only during non-pickup/drop-off times and managed by the school.

## **Vehicular Management**

Most students will arrive to the school in a vehicle (rather than walking), therefore management of vehicular circulation on site is critical to ensuring smooth pick-up/drop-off periods. Vehicles on campus must also be managed outside of these peak periods and for all periods should be managed as follows.

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is available staff to load the students into the vehicles. In all afternoon scenarios, parents will be discouraged from arriving early during afternoon bus arrival times.

## Off-Peak Period Vehicular Management

Although peak period management is critical for school operations, off-peak period vehicular management is important to ensure smoother peak period operations. The school administration should communicate to staff the proper areas to park to prevent confusion.

Visitor parking is available in the southern parking area and the eastern drop-off/pick-up loops. The visitor spaces within the drop-off/pick-up loops are to be used only during off-peak periods, such as after students arrive in the morning and before the last bell. Visitors are required to check in with the school and will be made aware of the parking restrictions for these parking spaces upon check-in. Oversight and management of all visitor parking spaces, especially within the pick-up/drop-off loops, by the school administration is required to ensure a smooth pick-up/drop-off periods.

## Pedestrian Circulation & Management

Pedestrian/student movement during peak periods should be actively managed alongside vehicular circulation. Ensuring that students can arrive and depart the school campus in a safe manner is of utmost importance. As the site is proposed, students will enter and exit the school using the eastern school entrance, nearby the bus and parent loops. A fence barrier is proposed between the parent and bus loops with breaks at crosswalks to prohibit crossing the bus loop in multiple locations. There are two crosswalks that all pedestrians should use, which will assist in driver recognition of pedestrians in high-traffic areas. There are two primary types of pedestrians in the eastern parking area: students walking to/from buses and the school; and students walking to/from parent drop-off/pick-up areas.

Crossing guards/school staff should assist students with walking between the school and the vehicle that they are coming from. In the morning, as buses continuously arrive, crossing guards should assist in students exiting the bus and direct them to enter the school and not remain in the active vehicular areas. Upon dismissal, crossing guards/school staff should assist students in finding their bus that is parked in the bus loop.

For students arriving/departing from the parent loops, crossing guards should assist students in crossing the raised crosswalk in the bus loop.

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## Peak Period Vehicular Management

Peak period vehicle management is critical for school operations. The eastern parking area and east driveway are the primary locations for active management during these times. The western and southern parking areas (staff and visitor parking) should not need to be actively managed during these peak periods, though should not be ignored. If these areas are not operating as discussed above, the school administration should take steps to ensure proper vehicle circulation in these areas, such as traffic cones or posted staff in these areas.

The eastern parking area and east driveway should be the primary focus during peak periods. Based on the traffic assessment prepared by Langan, vehicles exiting the east driveway may queue into the site, especially with more parents opting to drive students themselves due to the COVID-19 pandemic and more parents, in general working from home. Should vehicular queues exiting the east driveway extend towards the main drop-off/pick-up areas, the intersection of the east driveway with Gillotti Road should be actively managed by the School Resource Officer (SRO) or a police officer, not a crossing guard. The SRO is permitted to stop traffic on Gillotti Road temporarily (similar to how this intersection was managed prior to the building addition opening) to allow many vehicles/buses to exit the driveway. This stoppage should not be used arbitrarily; only when queues extend on-site and create blockages within the drop-off/pick-up loops.

Circulation within the bus and parent loops should be actively managed by the crossing guards or school staff. Buses should be parked within the loop front-to-back and off of the raised pedestrian crosswalks. Within the parent loop, active student loading/unloading should occur within the right lane while the left lane should remain open for bypass traffic, either parents looking for open drop-off spaces or to exit. Where the buses and parent loops merge, all parents are required to stop at the stop sign. Buses do not have a stop sign and have the right-of-way. A crossing guard/school staff member should manage this merging location to ensure proper circulation before, during, and after the main drop-off/pick-up area.

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Based on the availability of school staff during the afternoon pick-up and volume of parent cars for a particular day, the school may allow parents to utilize the eastern parking area within the loop for parking and pickup within the building by the parent versus the curbside queuing with school staff chaperoning a student from the school to the vehicle. Staff would limit cars entering the lot until spaces were available. Alternately, for high queuing days, the parents may also utilize the bus loop and southern loop for additional curbside queuing after the buses exit when there

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Crossing guards should be posted in the bus/parent loop area to actively manage pedestrian and vehicular traffic in the area. School staff should be posted on the sidewalk next to the school building to actively manage pedestrian traffic between the crosswalks and school entrance. These will reduce the conflict points between pedestrians and vehicles.

Finally, at the intersection of the east driveway and Gillotti Road, there may be an occasional pedestrian using the crosswalk to cross Gillotti Road. The School Resource Officer should provide crossing assistance to the pedestrian to cross Gillotti Road during peak periods.

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