

RIDGEFIELD HISTORIC DISTRICT COMMISSION
Town Hall, 400 Main Street
Ridgefield, CT 06877
October 16, 2025

Policy: Historic District Commission meetings will be conducted under Roberts Rules of Order and all participants are expected to conduct themselves with dignity and treat all those present with respect, empathy and civility.

UNAPPROVED MINUTES

A Special meeting of the Ridgefield Historic District Commission (“HDC”) was held at 400 Main Street, Ridgefield CT 06877, on Thursday, October 16, 2025, and beginning at 6:30 p.m.

The following members were present:

Dan O’Brien (Chair), Sean O’Kane (Vice Chair), Rhys Moore and Kathleen Daughters

AGENDA

1. **Discussion of the Gateway Project**
2. **Discuss Agenda for the October 20, 2025 Public Meeting**
3. **Approval of Meeting Minutes**
 - **June 19, 2025 – Special Meeting Minutes**

Meeting:

The meeting was called to order by Mr. Dan O’Brien at 6:34 p.m.

1. **Discussion of the Gateway Project**

Mr. O’Brien said Mr. Steve Hicks and his spouse have been taking care of the Cass Gilbert Fountain for many years. Recently, Mr. Hicks has volunteered to take on plans and costs to beautify and improve the Cass Gilbert Fountain, the horse trough at the intersection of Olmstead and West Lane, and the Parley School House.

Cass Gilbert Fountain:

Mr. O’Brien said Mr. Hicks wanted to do landscaping and some lighting. Mr. O’Brien advised Mr. Hicks that an application for Certificate of Appropriateness needed to be submitted to the HDC. Mr. O’Brien has received landscape plans for each of the Town Gateway projects. Mr. O’Kane took pictures today. On the fountain perimeter, there were miniature boxwood plants set in concrete tubs. He noticed the work being done about a week ago. Ms. Daughters wondered if this was done as a

barrier to the Fountain, to mitigate damage to the fountain. Ms. Daughters said she would go look too.

Parley House:

Mr. O'Brien said the Ridgefield Historical Society was responsible for the operation of this Town property. The builder involved with the work had asked Mr. O'Kane about adding a historical outhouse. Mr. Jack Sanders had sent Mr. O'Kane a 1915 photo of what an original outhouse looked like. Mr. O'Kane said the current portable toilet is behind a fence on the property.

Mr. O'Brien set up a meeting for Monday to discuss these projects with Mr. Hicks and Mr. Rudy Marconi.

2. Discuss Agenda for the October 20, 2025 Public Meeting

Mr. O'Brien has sent the study report to all property owners within the proposed Historic District.

Mr. O'Brien said he would be opening the meeting and present the HDC. Mr. O'Kane and Ms. Sara Kaplan will discuss the architectural significance of the East Ridge area. Ms. Daughters will cover the Historical points. Mr. O'Brien will also talk about the benefits of being within a Historic District and highlight the proposed historic district's unique representation of three distinct development periods in Ridgefield's history.

Mr. O'Brien said secret ballots would be mailed by the Town Clerk to the prospective historic district property owners on October 28th. The ballots are to be returned by November 20th. A 2/3rd Yes vote of votes cast are needed for the designation to proceed to a vote by Town voters.

3. Approval of Meeting Minutes - June 16, 2025 Special Meeting Minutes

Mr. O'Kane moved and Ms. Kathleen Daughters seconded a motion to approve the June 16, 2025 Special meeting minutes. Motion passed 4-0.

Ms. Daughters moved and Mr. Moore seconded a motion to adjourn the Historic District Commission Meeting at 7:12 p.m. Motion passed by unanimous vote.

Respectfully submitted,

Nancy Fields
Recording Secretary