

RIDGEFIELD HISTORIC DISTRICT COMMISSION
Town Hall, 400 Main Street
Ridgefield, CT 06877
March 10, 2024

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.

APPROVED SITE VISIT MINUTES

A Site Visit of the Ridgefield Historic District Commission (“HDC”) was held at St. Stephen’s Rectory, located at 353 Main St, Ridgefield, CT 06877, on Sunday, March 10, 2024 and beginning at 11:00 a.m.

The following members were present:

Dan O’Brien, Chair
Sean O’Kane, Vice Chair
Kam Daughters
Rhys Moore
Sara Kaplan (alternate for Harriet Hanlon)
Michael Mitchell
Mark Blandford

AGENDA

353 Main Street – Placement of certain directional and building identification signs throughout the property

The site visit was called to order by Mr. O’Brien at 11:01 a.m. Mr. Keith Carlson, from St. Stephen’s, was present.

Mr. Dan O’Brien distributed copies of the proposed signs and a location map.

Sign #8: Front sign at Main Street

Mr. Carlson said the current front sign located at Main Street would be replaced. It was previously approved with lighting, by Planning & Zoning. They were looking to replace it with the same wood type, wood post and same size (approximately 22” x 42”). Mr. O’Kane asked about the font. Mr. Carlson said they would be the same font as the current sign. Mr. Blandford asked if they would be submitting shop drawings to the Commission to confirm. Mr. Carlson agreed.

Mr. O’Kane said he liked the current sign. He suggested capping the signposts to both look more finished and to protect from weather. Similar to what had been done to the neighboring fence.

Mr. Carlson said they were looking to incorporate the address number on the sign. Currently, the postal address was added to the post. Ms. Kaplan said adding the postal address on the sign was confusing since they already had the year of incorporation noted. Ms. Daughters agreed with Ms. Kaplan. Mr. O’Brien asked if they would be having the additional hanging sign below the main sign. Mr. Carlson said they would. Mr. O’Kane said the current sign shape was very good.

Sign #1: North Hall directional sign to be located in the grassy area near the driveway

Mr. Carlson said there was quite a bit of confusion as to where to go. They were thinking of a post mounted sign. They consulted with Planning & Zoning who agreed this would be fine with them. Mr. Carlson said they were considering having the postal address noted here too, as there was confusion between the North Hall Building (353 Main St.) and the Church (355 Main Street). Mr. Blandford asked if the same font would be used throughout. Mr. O’Kane said consistent font was preferable. Ms. Daughters agreed. Mr. O’Kane asked if any lighting. Mr. Carlson said probably not, but would check.

Mr. O’Brien said when submitting the shop drawings, the Commission needed information on the signpost’s size, material type, final sign wording, font type and size, and final sign locations.

Mr. O’Kane asked about a signpost, located to the right of the church, with wrought iron brackets, not included in the application. Mr. Carlson said they were speaking with Planning & Zoning. This post contained temporary signage, which needed to be approved by Planning & Zoning, It was currently being addressed. Mr. O’Kane said it was important to know what was happening with that signpost too, as that was also within the HDC’s purview.

Sign #2: Meeting Barn Building sign

Mr. Carlson said meetings are held here. They are proposing to place the sign on the barn building entrance.

Sign #6: North side Parking lot directional sign

Mr. Carlson said this sign would be ground mounted on a post in the grass area of the north side of the parking lot. It would be sized the same as the existing parking size signs.

Signs #4 and #5: Rectory front and rear – two signs

Mr. Carlson asked for the HDC’s guidance. Ms. Daughters said she didn’t know this was a private residence. Mr. O’Kane said the signs should be kept simple. Ms. Kaplan said it should say ‘private residence’ on the building, in the back. At the front, they could have a sign that said ‘private residence’ in the flower bed or on a post.

Sign #3: North Hall South entrance – directional sign

Mr. Carlson said North Hall had offices and a kindergarten in the lower level. The regular entrance was located to the west. But there was a South side door, where they proposed a small (12” x 13”) directional sign, placed to the building’s left side door.

Sign #10 North Hall Northeast entrance – front sign

Facing Main Street, they wanted to have a white sign mounted below the window at the corner. Mr. O’Kane asked about the driveway. Mr. Carlson said a lot of people thought this was a retail store entrance. Therefore, they usually had the driveway chain linked with a no parking sign.

Mr. O’Brien advised Mr. Carlson the church’s application was on the agenda for Thursday’s HDC meeting. He advised them to submit the shop drawings with all information requested prior to Thursday’s meeting should they wish to continue consideration of the Application at that time.

Meeting was adjourned at 11:28 a.m.

Respectfully submitted,

Nancy L. Fields
Recording Secretary