



**HISTORIC DISTRICT COMMISSION**  
**Town of Ridgefield, Connecticut**  
400 Main Street  
Ridgefield, Connecticut 06877  
[www.ridgefieldct.org](http://www.ridgefieldct.org)

**APPROVED - SPECIAL MEETING MINUTES**

**Thursday, June 3, 2021**

A special meeting for the property at 351 Main Street was held at the Lounsbury House, 316 Main Street, which was open to the public on Thursday, June 3, 2021, at 7:30 p.m.

**Attendees**

Dan O'Brien, Chair  
Briggs Tobin, Vice Chair  
Harriet Hanlon  
Rhys Moore  
Sean O'Kane  
Mark Blandford (Alternate)  
Kam Daughters (Alternate)  
Elizabeth DiSalvo (Alternate)

**Agenda**

Proposed exterior changes including changes and relocation of several windows and doors; addition of shutters; removal of ADA ramp; addition of decorative railings; removal of existing fire escape; addition of walls at open lower level; addition of attached garage to rear of the structure with a balcony on top; fencing in front and sides of property; removal of certain asphalt pavement.

The meeting was called to order by Dan O'Brien at 7:30 p.m. Steven March (Applicant) and Victor Melendez, owners, were in attendance.

S. March stated that there were various proposed changes to the exterior facade. The interior of the house would be updated. Recently they completed the asbestos remediation plan and abatement process. D. O'Brien distributed to the group the proposed exterior plan changes submitted by the Applicant.

The Applicant and the Commission members then proceeded to discuss each of the 34 proposed exterior changes listed on the attached Appendix to these minutes in numeric order. This Appendix is part of these minutes and is intended to summarize each of the proposed exterior changes discussed at the meeting and to note certain matters discussed.

At 8:05 p.m., a short break was requested by the Applicant. Both S. March and V. Melendez returned to the meeting at 8:10 p.m.

### **Motion**

**R. Moore moved and S. O’Kane seconded a motion to approve the May 20, 2021 application for the proposed exterior changes as presented and detailed in the Appendix to the minutes subject to the submission of revised plans reflecting the changes (proposed changes #1, #13 and #23) agreed to with the Applicant as noted in the Appendix and excluding (1) the proposed stone columns and gates at the driveway entrance (proposed change #30) and (2) the pool installation and related fencing (proposed change #28), both of which are subject to presentation of detailed drawings and proposed materials for consideration by the Commission at a later date. Exterior lighting plan also to be presented at a later date. Motion passed 5-0.**

The meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Daniel O’Brien  
Chair

**Appendix to Minutes of Special Meeting on June 3, 2021**  
**Proposed Exterior Changes**  
**351 Main Street, Ridgefield, CT**

**List of Applicant's Proposed Exterior Changes**

**A. Windows**

1. All windows to be replaced by Marvin windows with exterior wood cladding based upon the Marvin windows specification sheet submitted with plans.

**Commission Comments:** Commission members pointed out an inconsistency between the East Elevation drawing SD-06 with respect to the Front landing casement windows as drawn thereon and the double hung windows referenced on the two windows shown on the Marvin window specification sheet for the Front Landing windows. Applicant and Commission members agreed that the windows selected will match the look to that presented in Plan SD-06 for such casement windows. **(Plan correction needed.)**

**B. East Side of House (Front of House); Plan Reference SD-06**

2. Replace existing front door, per drawing.

**Commission Comments:** Agreed.

3. Remove existing ADA ramp, per drawing.

**Commission Comments:** Agreed.

4. Sunroom to be renovated with new and additional windows and doors, per drawing.

**Commission Comments:** Agreed.

5. New decorative rail on widows walk and front door overhang, per drawing.

**Commission Comments:** Agreed.

6. New shutters, per drawing.

**Commission Comments:** Agreed but Commission suggested that Applicant consider not using shutters as they may cover ornate plasters on front of house.

7. Remove existing door from dining room to north side porch and replace with new single door to match, per drawing.

**Commission Comments:** Agreed.

**C. North Side of House (Church Side); Plan Reference SD-07**

8. Remove existing door from 1<sup>st</sup> floor office to north side porch and replace with new French doors to match, per drawing.

**Commission Comments:** Agreed.

9. Remove existing door from 2<sup>nd</sup> floor master sitting room to north side roof and replace with new French doors to match, per drawing.

**Commission Comments:** Agreed.

10. Remove existing door from 2<sup>nd</sup> floor master sitting room to screened sleeping porch and replace with new French doors to match, per drawing.

**Commission Comments:** Agreed.

11. Remove existing window into existing kitchen, provide new window in new location; infill remaining opening; to match existing adjacent tooth-in siding.

**Commission Comments:** Agreed.

12. Remove existing window into future kitchen; infill remaining opening; to match existing adjacent tooth-in siding.

**Commission Comments:** Agreed. Commission members led by Ms. DiSalvo discussed possible alternative ways to retain the window while achieving the Applicant's objective on kitchen design. At the end of the discussion, the unanimous consensus of the Commission members was that the Applicant was encouraged to consider alternatives to removing the window but that the Commission would not require doing so.

13. Remove existing door at top of stairs and provide new glass door, per drawing to match.

**Commission Comments:** Based upon discussion between Commission members and Applicant, it was agreed that the door would have a glass division consistent with the other windows and doors presented. **(Plan correction needed.)**

14. New wall and windows at back of house at open lower level area; siding and trim to match existing.

**Commission Comments:** Agreed.

**D. West Side of House (Back of House); Plan Reference SD-08**

15. Remove existing door at top of fire escape; provide new window to match. Infill below sill with roofing to match adjacent. Tooth-in shingles.

**Commission Comments:** Agreed.

16. Sunroom to be renovated with new and additional windows and doors, per drawing.

**Commission Comments:** Agreed.

17. Remove existing door and replace with half glass door at basement, per drawing.

**Commission Comments:** Agreed.

18. Remove existing window and replace with new glass door w/36" high guard rail, per drawing.

**Commission Comments:** Agreed.

19. New walls, windows, and glass door in future family room and basement mud room area at back of house, per drawing.

**Commission Comments:** Agreed.

**E. South Side of House; Plan Reference SD-09**

20. Remove existing door in second floor front bedroom and replace with new window, to match adjacent. Tooth-into existing shingles.

**Commission Comments:** Agreed.

21. Sunroom to be renovated with new and additional windows and doors, per drawing.

**Commission Comments:** Agreed.

22. Remove existing door at 2<sup>nd</sup> floor fire escape and replace with new window, to match adjacent. Tooth-into existing siding.

**Commission Comments:** Agreed.

23. New window and sliding glass doors w/36" guardrail in future kitchen/family room.

**Commission Comments:** Based upon discussion between Commission members and Applicant, it was agreed that muntins would be added to the sliding glass doors. **(Plan correction needed.)**

24. New walls at existing open lower level area; siding and trim to match existing.

**Commission Comments:** Agreed.

25. Addition of attached garage with a balcony on top; Plan reference A22.

**Commission Comments:** Mr. O'Kane suggested that the transom windows on the garage should preferably be divided by three instead of two to which the Applicant agreed. **(Plan correction needed.)**

## **F. Landscape Plans**

### **Fencing**

26. 4' picket fence across front of property with returns at driveway for gate.

**Commission Comments:** Agreed that fence would be wood and similar in design to the one installed at 188 Main Street.

27. 4' picket fence to return on front north and south boundaries 25' towards back of property where picket fence will terminate into evergreen hedge.

**Commission Comments:** Agreed as revised as follows: Applicant submitted a revised page to the landscaping plans which now shows the 4' picket fence just along the property front with no return on either side but would instead be replaced by evergreens along both sides.

28. Back of property to have cedar fencing around pool area, per plan with access gates on the south side parking area and north side of property. Columns for gates to be made of stone.

**Commission Comments:** These changes are pending the future submission of detailed drawings and plans acceptable to the Commission. **(Pending)**

29. Fencing on north side of property will not extend towards Main Street past the southwest corner of stone church building.

**Commission Comments:** Agreed. Wood fencing on north side of property will have lattice work on top and be similar in design and height to the existing neighbor fencing on the south side of the Applicant's property.

### **Security Gate**

30. 6' stone columns on each side of the driveway. 5' gates to be hung from stone columns. Stone apron in driveway under gate.

**Commission Comments:** These changes are pending the future submission of detailed drawings and plans acceptable to the Commission. **(Pending)**

### **Driveway**

31. Replace oval circular driveway in front of house, per plan with center water feature.

**Commission Comments:** Agreed.

32. Stone apron at opening of circle driveway.

**Commission Comments:** Agreed.

33. Herringbone brick path to seating area in front lawn.

**Commission Comments:** Agreed.

34. Exterior lighting plan.

**Commission Comments:** No exterior lighting plan submitted at this time. Planned exterior lighting will be subject to future application and Commission approval of a Certificate of Appropriateness on this matter. **(Pending)**