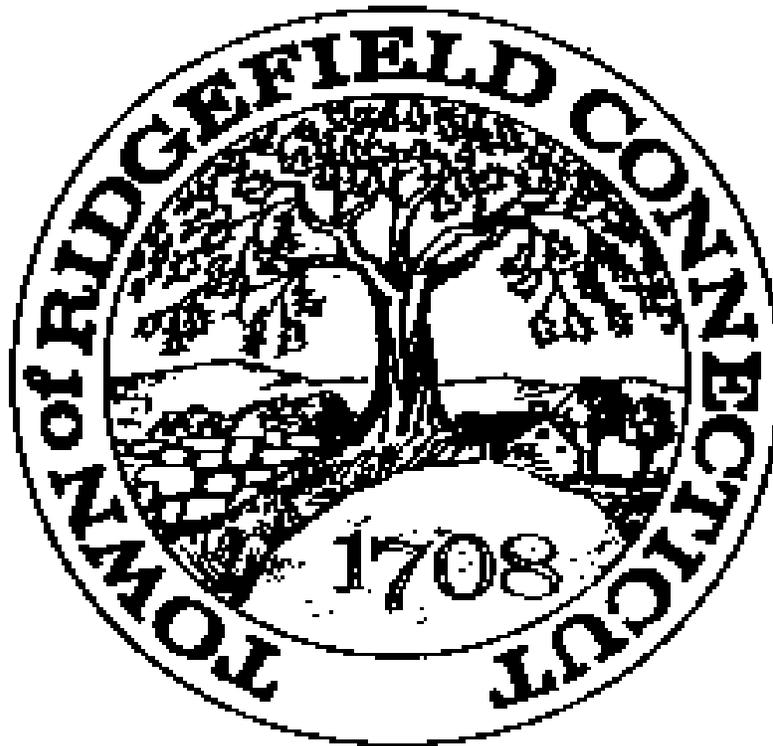


**TOWN OF RIDGEFIELD
HISTORIC DISTRICT COMMISSION**



RULES OF PROCEDURE

Approved: February 27, 2014
Effective: April 1, 2014

TABLE OF CONTENTS

ARTICLE 1 - INTRODUCTION

Section 1.1	Authority	1
Section 1.2	Purposes	1
Section 1.3	Jurisdiction	1
Section 1.4	Jurisdiction of Other Agencies	2
Section 1.5	Properties within the Ridgefield Historic Districts	2

ARTICLE 2 – DEFINITIONS

Section 2.1	Use of Terms	3
Section 2.2	Statutorily Defined Terms	3
Section 2.3	Other Defined Terms	4

ARTICLE 3 – APPLICATION PROCEDURE

Section 3.1	Pre-Application Meeting	5
Section 3.2	Where and When Applications Are to Be Submitted	5
Section 3.3	Form and Content of Applications	8
Section 3.4	Additional Information	8
Section 3.5	Incomplete Applications	9
Section 3.6	Exempted Acts	9
Section 3.7	Public Street, Way or Place	10

ARTICLE 4 – GUIDELINES 10

ARTICLE 5 – PUBLIC HEARING AND DECISION

Section 5.1	Public Hearing Required	11
Section 5.2	Conduct of Public Hearing	11
Section 5.3	Continuation of Public Hearing	12
Section 5.4	Close of Public Hearing	12
Section 5.5	Site Visits	12
Section 5.6	Decisions – Certificate of Appropriateness	13
Section 5.7	Approval with Conditions	13
Section 5.8	As Built Drawing or Survey	14

ARTICLE 6 – ENFORCEMENT PROCEDURES

Section 6.1	Enforcement Authority	14
Section 6.2	Enforcement	14
Section 6.3	Appeals	15

ARTICLE 7 – GENERAL AND ADMINISTRATIVE PROVISIONS

Section 7.1	Commission Officers	15
Section 7.2	Election of Officers	16
Section 7.3	Alternate Members	17
Section 7.4	Committees	17
Section 7.5	Conflict of Interest / Disqualification	17
Section 7.6	Meetings	17
Section 7.7	Executive Session	18
Section 7.8	Minutes and Records	18
Section 7.9	Annual Report to Connecticut State Government	19
Section 7.10	Severability	19
Section 7.11	Repeal	19
Section 7.12	Appeal	19
Section 7.13	Effective Date of These Regulations	19
Section 7.14	Amendments	19

APPENDIX I – PROPERTIES WITHIN THE RIDGEFIELD HISTORICAL DISTRICTS

APPENDIX II – GUIDELINES

APPENDIX III – RIDGEFIELD HISTORIC DISTRICT COMMISSION SUMMARY OF NOTICES, FILINGS AND VOTING

APPENDIX IV – CERTIFICATE OF APPROPRIATENESS APPLICATION



HISTORIC DISTRICT COMMISSION

Town of Ridgefield, Connecticut

400 Main Street
Ridgefield, Connecticut 06877
www.ridgefieldct.org

HISTORIC DISTRICT COMMISSION RULES OF PROCEDURE

ARTICLE 1 – INTRODUCTION

SECTION 1.1 AUTHORITY

These regulations and rules of procedure (the “Regulations”) are adopted under the authority of Chapter 97a – Part I, Section 7-147c(e) of the General Statutes of the State of Connecticut, as amended.

SECTION 1.2 PURPOSES

These Regulations have been adopted to provide guidance to property owners as to factors to be considered in preparing an application for a “Certificate of Appropriateness”, and to provide guidance to the Commission as to factors to be considered when deciding an application for a “Certificate of Appropriateness”. These Regulations set forth standards for preserving historic structures; rehabilitating historic structures; restoring historic structures; and reconstructing historic structures.

No building or structure shall be erected, have exterior architectural features altered or be demolished within the historic districts until after an application for a “Certificate of Appropriateness” has been submitted to the Historic District Commission and approved by the Commission.

The erection or alteration of exterior architectural features shall be reviewed by the Commission with consideration of appearance, materials, components, features, finishes, measurements, construction methods, scale, and spatial relationships, in order to preserve the historic character of the buildings and structures within the historic district.

SECTION 1.3 JURISDICTION

The jurisdiction of the Commission extends to all properties within the two historic districts of the Town of Ridgefield and any properties geographically outside of the Districts which have applied for local historic designation and have been so approved by the Board of Selectmen (all referred to herein as the “Historic District”). All buildings and structures located within the

Historic District, regardless of age or style, are regulated as to their exterior architectural features.

The Commission shall not have jurisdiction over interior architectural features or uses of buildings; the color of paint used on the exterior of any building or structure; or the softscape materials used in landscaping.

SECTION 1.4 JURISDICTION OF OTHER AGENCIES

These Regulations are in addition to the requirements of other agencies with respect to construction activity on buildings or other structures, exterior and landscape lighting, site grading, excavation, filling, etc. Regardless of whether a Certificate of Appropriateness is required from the Historic District Commission (the “Commission”), activities on properties within the Historic District might require a permit or license from the Ridgefield Building Department; the Planning & Zoning Commission; or other agencies or departments of the Town or the State. These Regulations shall not be construed to limit the authority of other Town or State agencies, departments, or officials.

SECTION 1.5 PROPERTIES WITHIN THE RIDGEFIELD HISTORIC DISTRICTS

Please see the maps of the Ridgefield Historic Districts in Appendix I.

In addition to the two historic districts, the following properties have applied for designation as local historic properties and have been so approved by the Board of Selectmen and, therefore, such properties are under the jurisdiction of the Commission.

- 37 Catoonah Street
- 75 Olmstead Lane
- 57 Rockwell Road

ARTICLE 2 – DEFINITIONS

SECTION 2.1 USE OF TERMS

In the interpretation and enforcement of these Regulations, the words and phrases used shall be construed as defined in this Article, unless otherwise clearly qualified by their context. Certain words contained herein shall be interpreted as follows:

1. The word “shall” is mandatory and not discretionary.
2. The word “may” is permissive.
3. When not inconsistent with the context:
 - a. Words in the present tense include the future and vice-versa.
 - b. Words in the singular include the plural and vice-versa.
 - c. Words in the masculine include the feminine and neuter and vice-versa.
4. “Filed” shall mean “submitted” and vice-versa.

SECTION 2.2 STATUTORILY DEFINED TERMS

In the interpretation and enforcement of these Regulations, the following words and phrases shall be construed in accordance with the statutory definitions set forth in Section 7-147a of the Connecticut General Statutes, as the same may be amended from time to time (see Appendix A of these Regulations):

ALTERED means changed, modified, rebuilt, removed, demolished, restored, razed, moved or reconstructed.

APPROPRIATE means not incongruous with those aspects of the historic district which the Historic District Commission determines to be historically or architecturally significant.

BUILDING means a combination of materials forming a shelter for persons, animals or property.

ERECTED means constructed, built, installed or enlarged.

EXTERIOR ARCHITECTURAL FEATURES means such portion of the exterior of a structure or building as is open to view from a public street, way or place. (The Commission’s policy is to consider views from any public street, way or place, whether inside the district or outside the district, as long as the exterior architectural feature is inside the district. The Commission’s policy is also to disregard landscape screening when determining whether the exterior architectural feature is visible.)

STRUCTURE means any combination of materials, other than a building, which is affixed to the land, and shall include, but not be limited to, signs, fences and walls.

SECTION 2.3 OTHER DEFINED TERMS

The following words and phrases shall have the following definitions:

APPLICANT means a person who applies for a Certificate of Appropriateness.

APPLICATION means an application in the form approved by the Commission for a Certificate of Appropriateness.

AGENT means a person acting on behalf of another person. With respect to an applicant, it means any person authorized in writing to act on the applicant's behalf, such as by submitting an application or acting as the applicant's representative during the application process or during construction.

CERTIFICATE OF APPROPRIATENESS means a certificate issued by the Historic District Commission approving the erection or alteration of any exterior architectural feature of any building or structure within the Historic District, together with any conditions imposed with the certificate.

COMMISSION means the Historic District Commission of the Town of Ridgefield, Connecticut.

COMMISSIONER means any person appointed to serve on the Commission, and includes regular members and alternate members.

DISTRICT means the historic district of the Town of Ridgefield, established by ordinance in 1968, as amended.

FREEDOM OF INFORMATION ACT means the State of Connecticut Freedom of Information Act ("FOIA") set forth in the General Statutes of Connecticut, Chapter 14, Section 1-200 et seq., as the same may be amended from time to time.

HARDSCAPE means nonliving materials used in landscaping, especially masonry work or woodwork, such as walls, fences, arbors, well houses, patios, decks, terraces, pools, water features, walkways, driveways, and parking areas, as well as lighting fixtures and lighting structures.

HISTORIC LANDSCAPE MATERIAL means any mature living tree or shrub that adds significant historic value to the town and the property on which it sits. Historic landscape material may be considered by the Commission only for purposes of suggesting the preservation by the owner; these suggestions shall be non-binding and are to encourage preservation of living historic materials only.

PERSON means any individual, firm, partnership, association, corporation, company, organization, or legal entity of any kind.

SOFTSCAPE means the organic materials used in landscaping, such as grass, flowers, herbs, plants, shrubs, trees, wood chips, mulch, etc.

TOWN means the Town of Ridgefield, Connecticut.

WRITING (also “written” or “in writing”) means a hard-copy, paper document with an original signature, submitted to the appropriate person under these Regulations as the context requires.

ARTICLE 3 – APPLICATION PROCEDURE

SECTION 3.1 PRE-APPLICATION MEETING

Pre-application meetings are strongly encouraged. An applicant may request a pre-application meeting with the Commission to: discuss proposed activity on a preliminary basis, seek informal guidance from the Commission in advance of submitting an application; discuss the information or documentation that might be required to complete an application; or, determine whether the proposed activity requires a Certificate of Appropriateness. If the Commission determines that the proposed activity involves items not subject to approval by the Commission, then no application shall be required. A pre-application meeting may be requested through the Chairman of the Commission. Pre-application meetings shall be held at a duly noticed Commission meeting. Comments or suggestions made by Commissioners at a pre-application meeting shall not be binding upon the Commission or any Commissioner at or in connection with any formal application, hearing, or decision.

SECTION 3.2 WHERE AND WHEN APPLICATIONS ARE TO BE SUBMITTED

Applications for a Certificate of Appropriateness shall be in the form required by the Commission, and shall be submitted to the Commission through the Town Clerk’s office located at Town Hall. Application forms may be obtained from the Town Clerk and they are available online off the Town’s website from the Commissioner’s webpage. A copy of the Application is also included as Appendix IV to these Rules of Procedure. Applications shall contain all the information required on the application form and in this Article and any other information that the Commission may reasonably require for it to make a fair and informed decision.

Applications are required in the following circumstances, and no such work shall be conducted without Commission approval of a Certificate of Appropriateness:

1. Any person intending to erect or alter any exterior architectural feature of any building or structure within the Historic District.

2. Any person intending to demolish, partly or wholly, any structure within the Historic District.
3. Any person intending to create, enlarge, or alter any parking area within the Historic District to be used for industrial, commercial, business, home industry or occupational parking.
4. Any person intending to erect any outdoor sign or bill poster within the Historic District.

Examples of Activities Requiring Approval

The following are examples of regulated activities, buildings, or structures if visible from any public street, way, or place (this list is provided solely for purposes of example and is not intended to be an exhaustive list):

1. All principal buildings in the district.
2. Accessory buildings and structures including but not limited to:
 - a. garages;
 - b. sheds;
 - c. barns; and
 - d. greenhouses.
3. Architectural elements including but not limited to:
 - a. substantial removal or replacement of siding, especially any proposed aluminum, vinyl or similar siding;
 - b. exterior trim and ornament;
 - c. window frames, sash and muntins;
 - d. shutters;
 - e. storm doors and storm windows;
 - f. window boxes and planters;
 - g. chimneys;
 - h. substantial removal or replacement of roof covering;
 - i. doors and entranceways;
 - j. porches and decks;
 - k. exposed foundations;
 - l. dormers;
 - m. skylights and solar panels;
 - n. plumbing vents, fan or exhaust vents;
 - o. awnings;
 - p. exterior of light fixtures;
 - q. satellite dish, television or radio antenna;
 - r. gutters, leaders and downspouts; and
 - s. any other rooftop appurtenances.

4. Site fixtures and structures including but not limited to:
 - a. fences and walls;
 - b. patios and terraces;
 - c. rock gardens;
 - d. outdoor fireplaces and cooking structures;
 - e. water fountains or features;
 - f. swimming pools;
 - g. driveways and walkways;
 - h. pergolas, trellises, and arbors;
 - i. gazebos;
 - j. well houses;
 - k. flag poles; and
 - l. landscape light fixtures.
5. Parking areas for industrial, commercial, business, home industry, or occupational uses.
6. Signs other than temporary signs.
7. Miscellaneous fixtures and structures including but not limited to:
 - a. storage tanks, oil and propane tanks;
 - b. air conditioning equipment;
 - c. utility equipment; and
 - d. garbage enclosures.

Application Submission/Legal Notice

In order to allow for timely publication of legal notices, and to allow for timely distribution of application materials to Commissioners, complete applications shall be filed at least **two weeks** prior to any regular meeting of the Commission. The schedule of regular meetings is on file in the office of the Town Clerk and is available for viewing on the Town's website under the Commission's webpage.

Serial applications are strongly discouraged. Rather than applying for certificates of appropriateness on a piecemeal basis, applicants are strongly encouraged to submit a single application that covers their entire project.

SECTION 3.3 FORM AND CONTENT OF APPLICATIONS

Applicants shall submit the following information, plans, and supporting documents, and **a total of four (4) sets shall be provided:**

1. The application form required by the Commission, with all sections completed.
2. The application fee set by the Board of Selectmen of the Town of Ridgefield.
3. Photographs of the subject property showing:
 - a. existing conditions and details of any exterior architectural feature to be altered;
 - b. the general location of the building or structure;
 - c. the view from the public street, way, or place; and
 - d. any available samples of features, structures, or buildings to be added or erected.
4. Unless waived by the Commission, architectural plans and elevations showing all proposed alterations or erections of exterior architectural features, including a sight line elevation showing the view from the perspective of a six foot tall person standing on the adjacent public street, way, or place. Architectural plans shall include window schedules and other customary detail drawings showing the proposed detail for all exterior architectural features, and call-outs of all materials on the drawings comprising the materials makeup.
5. When a new building or structure is proposed, an A-2 survey showing the location of all existing buildings and structures, and the location of all proposed buildings or structures (minimum scale 1" = 20').
6. When an application is submitted by an agent, the property owner shall also sign the application or provide a written letter of authorization signed by the property owner.
7. When an application involves the installation or alteration of hardscape (such as terraces, patios, fences, walls, pools, water features, walkways, driveways, etc.), a site plan shall be submitted showing the existing conditions and the proposed conditions. The site plan shall have a minimum scale of 1" = 20'.
8. When any application involves ground elevation changes in excess of six inches associated with the erection or alteration of the building or structure, a topographic survey by a licensed surveyor with one-foot contours and appropriate spot elevations shall be submitted showing the existing grade and the proposed grade for the building or structure involved.

SECTION 3.4 ADDITIONAL INFORMATION

The Commission may require further information as may be reasonably deemed necessary by the Commission to enable it to make a fair and informed determination on the application. For example, the Commission may require that manufacturer or material specifications be provided. In addition, the Commission may require that sample materials be provided, such as sample

window glass, sample bricks or stone, sample siding, sample roof shingles, etc. The Commission may also request that a mock-up be installed on the property when reasonably necessary to determine the scale or visibility of the exterior architectural feature.

The Commission may, if it deems appropriate, employ a consultant knowledgeable in particular areas of expertise to assist the Commission in reviewing any application for a Certificate of Appropriateness.

SECTION 3.5 INCOMPLETE APPLICATIONS

No application shall be deemed complete unless it shall be in such form and contain such information as this Article requires or as the Commission reasonably deems necessary for it to make a fair and informed determination of the issues. Any application that is materially incomplete may be rejected by the Commission or by the Commission's agent. Any application deemed incomplete may be denied by the Commission.

SECTION 3.6 EXEMPTED ACTS

Nothing in this Article shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature which does not involve a change in the appearance, material or design thereof; nor to prevent the erection or alteration of any such feature which the Building Inspector or a similar agent certifies is required by the public safety because of a condition which is unsafe or dangerous due to deterioration.

The Commission shall have the responsibility and power to determine if any maintenance or repair is exempt, or whether the maintenance and repair is not exempt because it involves a change in the appearance or design of the exterior architectural feature. Further, the Commission shall determine whether or not construction or alterations are visible from any public street, way, or place [as defined – see Section 3.7 – PUBLIC STREET, WAY OR PLACE], and the Commission will disregard landscape screening when determining what is visible. **[Prior to performing any such maintenance or repair, the property owner is strongly encouraged to describe the project to the Commission in writing or by email to the Chairman and the Commission shall determine whether an application for a Certificate of Appropriateness is required.]**

Subject to the foregoing, the following are certain examples of non-regulated activities or elements that do not require Commission action (this list is provided solely for purposes of example and is not intended to be an exhaustive list of non-regulated activities):

1. Interior alterations;
2. Painting and choice of paint color;
3. Masonry repair and re-pointing that matches the appearance and uses the same materials as the existing;

4. Roofing repairs or re-shingling that matches the appearance and uses the same materials as the existing;
5. Landscape planting;
6. Street address signs and numbers;
7. Standard mailboxes and newspaper tubes;
8. Temporary signs such as real estate signs, tag sale signs, political signs, and event banners; and
9. Temporary fixtures and structures such as tents for special events, construction waste containers, trailers, portable playsets, portable sculptures, and portable outdoor furniture.

SECTION 3.7 PUBLIC STREET, WAY OR PLACE

Any of the following individually constitutes a public way for purposes of the Commission's purview:

- Private ways where public access is invited as for instance commercial, business, industrial, or multifamily parking lots
- Private roadways within and/or along any designated Historic District or property therein.
- Private roadways and rights of way that have been commonly used by the public without owner's objection
- Federal, state, or town owned highway, roadway, pedestrian way, trail, railway, bikeway, or waterway
- Any way that is maintained by any federal, state or town governmental entity

ARTICLE 4 – GUIDELINES

The Commission shall look to the U.S. Secretary of the Interior's Standards and Guidelines for Rehabilitation (the "Guidelines") as well as materials published by CT Trust for Historic Preservation as an information resource and for general guidance on matters coming before it with respect to certificates of appropriateness for alterations, demolitions or additions as provided for in the Connecticut General Statutes as may be amended from time to time. However, the Commission shall use its discretion in applying the Guidelines based upon the facts and circumstances of applications before it and as particular situations relate to the specific historical character within the Historic District. The Guidelines are available at www.nps.gov/hps/tps/standguide and are summarized in Appendix II of these Procedures.

ARTICLE 5 – PUBLIC HEARING AND DECISION

SECTION 5.1 PUBLIC HEARING REQUIRED

The Commission shall hold a public hearing upon each application for a Certificate of Appropriateness, unless the Commission determines that such an application involves items not subject to approval by the Commission. The Commission or its agent shall arrange for publication of a legal notice in the newspaper prior to the public hearing in accordance with the requirement of the Connecticut General Statutes. Applicants are advised to file applications at least two weeks prior to the Commission's regular meeting date in order to allow for timely publication of the legal notice. The schedule of regular meetings dates is on file in the Town Clerk's office as well as on the Town's website under the Historic District Commission page.

SECTION 5.2 CONDUCT OF PUBLIC HEARING

The Commission may conduct the public hearing at any of the Commission's regular meetings, or at any special meeting that has been duly noticed. The Commission shall cause each public hearing to be recorded by a sound recording device or be summarized in writing by a meeting secretary. The public hearing shall be commenced (also called "opened") by the Chairman, who shall identify the subject property and invite comment on the application. Any member of the public may comment on an application in person or in writing at any time until the public hearing is closed. Unless otherwise determined by the Commission in its sole discretion, the public hearing shall be conducted in the following order:

Public Hearing

- a. Chairman assigns alternates, if any;
- b. vote on previous meeting minutes;
- c. presentation by applicants;
- d. questions and background material from members of the Commission;
- e. questions from the public (questions only);
- f. public comments in favor of the application;
- g. public comments in opposition;
- h. letters from the public;
- i. applicant summarizes and responds to comments from the public;
- j. end public participation;

Public Hearing Closed

- k. Commission discussion/comments;
- l. Chairman polls members to ask if they are ready to vote on application. If yes:
 - Chairman asks for motion to approve application. All items from application must be listed and any stipulations added in. There may be further discussion at this point and motion must ultimately be revised to reflect any changes.
 - If there is no motion to approve, then Chairman asks for motion to deny; and
- m. discuss any new business.

It shall be made clear to the attending public that all comments and questions must be directed through the Chairman only after being properly recognized by the Chairman.

All persons recognized shall approach the hearing table in order to facilitate proper recording of comments. Before commenting on the matter before the hearing, each person shall give their name and address.

The Chairman shall assure an orderly hearing and take necessary steps to maintain the order and decorum of the hearing at all times. The presiding officer shall reserve the right to terminate or suspend the hearing in the event the discussion becomes unruly and unmanageable.

SECTION 5.3 CONTINUATION OF PUBLIC HEARING

If a public hearing is commenced but not completed on the date scheduled and noticed, the public hearing may be continued to another date. Publication of additional legal notices in the newspaper is not required for continued public hearings, but the Commission meetings shall be duly noticed or adjourned as required by FOIA.

SECTION 5.4 CLOSE OF PUBLIC HEARING

While the public hearing is “open” on an application, all members of the Commission, including the alternate members, may ask questions and participate in the discussion. Once the public hearing is “closed” (i.e., completed), no further comments shall be offered by the applicant or any member of the public, and no further evidence shall be submitted to the Commission. Furthermore, once the public hearing is closed, no further comments shall be offered by any Commissioner who is not seated for this application.

SECTION 5.5 SITE VISITS

1. Regular and alternate Commission members may view the property involved in an application for a Certificate of Appropriateness.
2. Site visits shall not include testimony or communication with any applicant, neighbor, or any other person regarding the merits of the application.
3. If a quorum (or more) of the Commission or any Committee is scheduled to visit a site at any one time, the site visit shall be deemed to be a meeting of the Commission or the Committee, and the requirements of the General Statutes, including FOIA (Section 1-200, et seq. of the General Statutes), shall be followed. Those requirements include public notice of the visit (meeting), public access to the meeting, and the taking of minutes.

These Rules shall not be interpreted to require that site visits include testimony or communication regarding the details or merits of the application. However, if testimony or communication is anticipated, the testimony or communication must be referenced in the minutes of the Site Visit.

SECTION 5.6 DECISIONS – CERTIFICATE OF APPROPRIATENESS

After the public hearing has been closed, and before deliberating on an application, the Chairman shall determine which Commissioners are seated for purposes of voting upon the application. Only those Commissioners who are seated may participate in the deliberations and voting. Alternate members have no authority to deliberate or vote unless seated for an absent, recused, or disqualified regular member. A quorum shall consist of at least three Commissioners, and at least three concurring votes of Commissioners is necessary to approve a Certificate of Appropriateness.

When a Certificate of Appropriateness is denied, the Commission shall place upon its records and in the written notice to the applicant the reasons for its determination, which shall include the basis for its conclusion that the proposed activity would not be appropriate. In the written notice to the applicant, the Commission may make recommendations relative to the design, arrangement, texture, material and similar features.

A Certificate of Appropriateness will be sent to the applicant within **two weeks** of its approval by the Commission or a letter reporting a denial of the application. Such Certificate of Appropriateness will be valid for a one-year period from its date of issuance and is not transferable. The Certificate's expiration period and non-transferability will be disclosed in the Certificate of Appropriateness. The Commission may elect to extend the expiration of a previously issued Certificate of Appropriateness by an approving vote.

Final action must be taken within 65 days of the Town Clerk's date stamp on the receipt of the application for a Certificate of Appropriateness. In the absence of any action to either approve or deny the application, such application will be considered approved by virtue of State statute.

SECTION 5.7 APPROVAL WITH CONDITIONS

The Commission may issue a Certificate of Appropriateness with stipulations setting forth reasonable conditions. These conditions shall be attached to the Certificate of Appropriateness and set forth in the records of the Commission.

In addition, the following are approved conditions standard and stated in all Certificates of Appropriateness to be issued:

Approved Conditions:

1. This procedure is in accordance with sections 7-14d to 147f of the Connecticut General Statutes.
2. This letter shall be deemed your Certificate of Appropriateness and is valid for one year from the date hereof and is not transferable.
3. The exact same plans approved must be submitted with any Permit application which may be required.
4. Work to be performed and completed must be "exactly" as shown on the approved plans.
5. If there are any changes to your approved plans or should the work extend beyond one year from the date hereof, the Commission requires that you return for a review.

SECTION 5.8 AS BUILT DRAWING OR SURVEY

At the request of the Commission, the applicant shall provide to the Commission an As Built Drawing or Survey that may include, at the discretion of the Commission, the location of any new structures, site improvements, fences, and any other features pertinent to the Certificate of Appropriateness issued to the applicant. The minimum scale of the As Built Drawing or Survey shall be 1" = 20'. The survey or drawing shall be for purposes of determining compliance with the Certificate of Appropriateness.

ARTICLE 6 – ENFORCEMENT PROCEDURES

SECTION 6.1 ENFORCEMENT AUTHORITY

Conn. Gen. Stat. Section 7-147a, *et seq.*, together with these Rules and Regulations, shall be administered and enforced by the Historic District Commission.

SECTION 6.2 ENFORCEMENT

- a. If the Commission, its enforcement agent, or other Town official, determines that any property owner, tenant, architect, engineer, builder, contractor, manager or agent is engaged in any activity without the required Certificate of Appropriateness, or is exceeding any conditions or stipulations of a Certificate of Appropriateness, or has obtained a Certificate of Appropriateness through deception or through inaccurate information as to the nature or scope of work to be completed, or has engaged in or is engaging in any other violation of these Regulations or of the related statutes or town ordinances, the Commission or its agent, pursuant to Connecticut General Statute 7-147h. may take action to prevent such violations and illegal acts.
- b. Determinations and orders of the Commission issued pursuant to such sections of the Connecticut General Statutes or of these Regulations, including any amendments thereto, shall be enforced by the Historic District Enforcement Officer. Said Enforcement Officer is hereby authorized to inspect and examine any building, structure, place or premises and to require in writing the remedying of any condition found to exist therein or thereon in violation of these regulations or in violation of a Certificate of Appropriateness made under the authority of such sections of the Connecticut General Statutes or of this Article. The powers and duties of the Enforcement Officer shall be as prescribed by Town Ordinances, in addition to those delegated under these Regulations. The Historic District Enforcement Officer shall promptly inform the Commission, in writing, of any action taken.

SECTION 6.3 APPEALS

Any person or persons severally or jointly aggrieved by any decision of the Commission or of any officer thereof may, within fifteen (15) days from the date when such decision was rendered, take an appeal to the Superior Court of the Historic judicial district, which appeal shall be returnable to such court in the same manner as that prescribed for civil actions brought to such court. Notice of such appeal shall be given by leaving a true and attested copy thereof in the hands of or at the usual place of abode of the Chairman or Clerk of the Commission within twelve (12) days before the return day to which such appeal has been taken. Procedure upon such appeal shall be the same as that defined in Section 8-8 of the Connecticut General Statutes.

ARTICLE 7 – GENERAL AND ADMINISTRATIVE PROVISIONS

SECTION 7.1 COMMISSION OFFICERS

The Commission shall annually elect from its own number a Chairman, a Vice-Chairman, and a Clerk. The officers of the Commission shall have the following duties:

A. Chairman. The Chairman shall:

1. Set the agenda for each Commission meeting. The agenda for any regular meeting of the Commission may be amended by a two-thirds majority vote. The agenda for a special meeting may not be amended;
2. Preside at all meetings and hearings of the Commission;
3. Appoint committees from the Commission membership to study or work on issues of concern to the Commission, provided that the committees shall follow all applicable requirements of FOIA;
4. Appoint a secretary pro tempore to serve in the absence of the secretary;
5. Appoint alternates to fill a vacancy caused by the absence, disqualification or recusal of a regular member; and
6. Perform other duties normally carried out by a chairman.

B. Vice-Chairman. The Vice-Chairman shall act for the Chairman in the Chairman's absence and shall have the authority to perform duties prescribed for that office. In the absence of both the Chairman and the Vice-Chairman, the members of the Commission shall elect a chairman pro tempore.

C. Clerk. The Clerk shall:

1. Ensure that agendas for regular meetings, and notices for special meetings, are properly posted at least twenty-four hours in advance of the meeting as required by FOIA;
2. Ensure that legal notices are properly published in the newspaper prior to the commencement of a public hearing on an application for a Certificate of Appropriateness. Unless otherwise provided by statute, a legal notice of the time and place of the hearing shall be published not more than fifteen days nor less than five days before the commencement of the hearing;
3. Ensure that all Commission members are provided with timely notice of all meetings, and with copies of all agendas, applications, and application materials;
4. Ensure that all votes of the Commission are noted and filed within forty-eight hours as required by FOIA;
5. Ensure that minutes of each Commission meeting are prepared and filed within seven days as required by FOIA;
6. Ensure that records of the Commission are properly filed as required by FOIA;
7. Attend to the correspondence of the Commission;
8. File with the Connecticut Commission on Culture and Tourism the annual report required by General Statutes § 7-147c(g); and
9. Perform other duties as are normally carried out by a clerk.

SECTION 7.2 ELECTION OF OFFICERS

1. An annual organizational meeting shall be held within 30 days of taking office as set forth in the Town Charter. At that time officers will be elected by a majority vote of the members present.
2. Nominations shall be made at the annual organizational meeting; election of officers shall follow immediately thereafter.
3. A candidate receiving a majority vote of the members present shall be declared elected and shall serve for one year or until a successor shall take office.
4. Vacancies on the Commission shall be filled by Board of Selectman by appointment as specified in Ridgefield Code Sec. 6-27 with terms to run five (5) years.
5. Resignations from the Commission shall be sent by letter to the First Selectman with a copy to the Chairman.

SECTION 7.3 ALTERNATE MEMBERS

The alternate members of the Commission shall, when seated as provided in this Section, have all powers and duties of a regular member of the Commission. If a regular member of the Commission is absent, disqualified, or recuses himself or herself from serving on a particular matter, the Chairman shall designate an alternate to act in place of the regular member, and the Chairman shall choose alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting. Alternate members may participate in public hearings on any application for a Certificate of Appropriateness, but once the public hearing is closed, alternate members may not participate in the deliberations or vote unless seated as provided in this Section.

SECTION 7.4 COMMITTEES

Special committees may be appointed by the Chairman for purposes and terms which the Commission approves. Such committees shall not assume the legal responsibilities of the Commission but be of an advisory nature only.

SECTION 7.5 CONFLICT OF INTEREST / DISQUALIFICATION

Members of the Commission shall act in accordance with the Town Charter, including Section 11 thereof dealing with Standards of Conduct.

SECTION 7.6 MEETINGS

1. Regular meetings will be held at the Ridgefield Town Hall usually on the third Thursday of each month. **The Commission shall file the schedule of regular meetings for the ensuing year with the Town Clerk not later than 30 days prior to the first scheduled meeting of the new year, and must be filed no later than January 31.** The Chairman may schedule special meetings from time to time as needed.
2. A notice and agenda of each regular meeting shall be filed in the office of the Town Clerk **at least 24 hours in advance** of such meeting. No other business may be considered at a regular meeting except by the affirmative vote of a two-thirds majority of the members present and voting. **Notice and agenda of any special meeting shall be filed in the office of the Town Clerk at least 24 hours in advance of such meeting.** No other business shall be considered at a special meeting. Notices for a public hearing must also be published in a local newspaper at least once between **15 and 5 days** before the date of the hearing.
3. A majority of the voting membership of the Commission shall constitute a quorum, and the concurring vote of at least three of the members of the Commission shall be necessary to issue a certificate of appropriateness.

4. If a regular member of said Commission is absent or has a conflict of interest, the Chairman shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible.
5. All Commission meetings shall be open to the public but may be closed for executive session when **so voted by a two-thirds majority** of the Commission members present and voting for such purpose as defined in the Freedom of Information Act.
6. Results of voting shall be prepared for each meeting, filed with the Town Clerk **within 48 hours** and shall be available for public inspection at the Town Hall during normal business hours. Minutes shall be prepared for each meeting, filed with the Town Clerk **within 7 days** and shall be available for public inspection at the Town Hall during normal business hours.
7. Unless otherwise specified, “Roberts Rules of Order” shall govern the proceedings at the meeting of the Commission.
8. The Commission may adjourn any regular or special meeting to a time and place specified in the order of adjournment. **A copy of the order of adjournment shall be posted in the Town Clerk’s office within 24 hours of adjournment.**

SECTION 7.7 EXECUTIVE SESSION

Executive sessions may be held in accordance with the requirements of the Freedom of Information Act, Conn. Gen. Stat. § 1-200, *et seq.*

SECTION 7.8 MINUTES AND RECORDS

The minutes shall be taken either by the Clerk or by a recording secretary retained or employed by the Town. The minutes shall include the following minimum information: the attendance of Commissioners; a description of agenda items and the business transacted by the Commission; all motions, resolutions, or determinations made; and the votes of each Commissioner on each motion, resolution, or determination. The Commission shall not require the Clerk or recording secretary to include in the minutes a verbatim statement or summary of each statement made during the course of the meeting, so long as the minutes accurately reflect the business transacted and decisions made. Letters and other records generally should not be attached to the minutes or filed in the Commission’s minute book, but may be submitted for the Commission’s records. Votes shall be available for public inspection within forty-eight hours, and minutes shall be available for public inspection within seven days, as required by FOIA.

Unless the Town establishes a regular office or place of business for the Commission, all meeting schedules, regular meeting agendas, and special meeting notices shall be posted in the office of the Town Clerk, and all agendas, notices, votes, minutes and records of the Commission shall be filed and kept in the office of the Town Clerk.

SECTION 7.9 ANNUAL REPORT TO CONNECTICUT STATE GOVERNMENT

The Commission is required to file an annual report of its activities for the twelve months ending September 30 with the State Historic Preservation Office under the Department of Economic and Community Development by March 31 of the ensuing year. The report includes the following information at a minimum:

- A summary of the Commission’s activities during the past year;
- The number of applications for certificates of appropriateness reviewed and the number approved or denied;
- Names and contact information for all members, including officers and alternates, with the ending date of their terms; and
- Other pertinent information, such as any recent changes in the character of the Commission, any particular issues or concerns, or any changes in local rules of procedure.

SECTION 7.10 SEVERABILITY

If any provision of these Regulations is declared, by a court of competent jurisdiction, to be unconstitutional or beyond the powers granted to the Commission by law, such action shall not affect the validity of any other provision or part hereof.

SECTION 7.11 REPEAL

Upon approval and adoption of these Regulations by the Commission, all prior regulations adopted by the Commission shall be repealed and the within shall be substituted in lieu thereof.

SECTION 7.12 APPEAL

Any person aggrieved by a decision of the Commission may appeal to the Connecticut Superior Court in accordance with § 7-147i of the General Statutes of the State of Connecticut.

SECTION 7.13 EFFECTIVE DATE OF THESE REGULATIONS

The effective date of these Regulations is April 1, 2014. All applications filed after this date shall be processed in accordance with these Regulations.

SECTION 7.14 AMENDMENTS

These Rules of Procedure may be amended by the unanimous vote of the five (5) member voting membership of the Commission only after the proposed change has been read and discussed at a previous regular meeting.

Properties within the Ridgefield Historical Districts



MAP OF EXISTING & PROPOSED HISTORIC DISTRICTS OF RIDGEFIELD, CONNECTICUT
SCALE 1" = 200'

1 DECEMBER, 1974
REVISED - 20 MARCH, 1975
MAP BASED ON TOWN OF RIDGEFIELD ASSESSORS RECORDS

- LEGEND
- PROPERTY LINES
 - PRESENT HISTORIC DISTRICT BOUNDARIES
 - PROPOSED HISTORIC DISTRICT BOUNDARIES

APPROVED AT A SPECIAL TOWN MEETING ON
APRIL 23, 1976

5850 #
Received for Record Ridgefield Land Needs May 2, 1977 at 4:45 PM Attest Thomas O'Keefe, Town Clerk

GUIDELINES

A. Basic Standards

The Commission's decisions on appropriateness follow the Secretary of the Interior's Standards for the Treatment of Historic Structures. Our Guidelines have been developed to implement those standards. Detailed standards for Preservation, Rehabilitation, Restoration, and Reconstruction are presented and explained in the full document available from the National Park Service web site at http://www.nps.gov/hps/tps/download/standards_guidelines.pdf.

SUMMARY OF THE SECRETARY OF THE INTERIOR'S STANDARDS
FOR THE TREATMENT OF HISTORIC STRUCTURES

1. Every reasonable effort should be made to provide a compatible use for buildings which will require minimum alteration to the building and its environment.
2. Rehabilitation work should not destroy the distinguishing qualities or character of the property and its environment. The removal or alteration of any historic material or architectural features should be held to the minimum, consistent with the proposed use.
3. Deteriorated architectural features should be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of original features, substantiated by physical or pictorial evidence rather than on conjectural designs or the availability of different architectural features from other buildings.
4. Distinctive stylistic features or examples of skilled craftsmanship which characterize older structures and often predate the mass production of building materials, should be treated with sensitivity.
5. Many changes to buildings and environments which have taken place in the course of time are evidence of the history of the building and the neighborhood. These changes may have developed significance in their own right, and this significance should be recognized and respected.
6. All buildings should be recognized as products of their own time. Alterations to create an appearance inconsistent with the actual character of the building should be discouraged.
7. Contemporary design for new buildings in old neighborhoods and additions to existing buildings or landscaping should not be discouraged if such design is compatible with the size, scale, material, and character of the neighborhood, building, or its environment.
8. Wherever possible, new additions or alterations to buildings should be done in such a manner that if they were removed in the future, the essential form and integrity of the original building would be unimpaired.

B. Design Elements

The Historic District Commission considers the following character-defining attributes in determining the appropriateness of proposed changes. This list is taken from the *Handbook for Historic District Commissions and Historic Property Commissions in Connecticut, 2010*, published by the Connecticut Trust for Historic Preservation and the Connecticut Commission on Culture and Tourism.

1. **Height:** the overall height of the building and its height in relation to surrounding buildings.
2. **Scale:** the size of units and architectural details as perceived from the public way and the size of units and details in relation to adjacent buildings and open spaces.
3. **Massing:** the configuration and arrangement of building masses or units of construction, frequently described as balanced (symmetrical) or unbalanced (asymmetrical).
4. **Proportion:** the relationship between the width and height of a building's elevation, or of its architectural features, such as windows or doors.
5. **Roof shape:** the form of the roof including eaves, overhangs, ridgelines, dormers, or other ornaments.
6. **Arrangement:** the pattern and positioning of architectural features such as windows, doors, and other details on the elevation of a building.
7. **Setbacks:** the open area between the building and the sidewalk, street, or adjacent structures.
8. **Rhythm and Spacing:** the pattern of recurrent building masses in relation to the spaces between them.
9. **Materials:** the composition and appearance of exterior architectural elements.
10. **Texture:** the tactile quality produced by particular building techniques or materials.
11. **Surface Treatment:** the condition of exterior surfaces (for example, painted or unpainted, finished or unfinished).
12. **Architectural Details:** any exterior element which visually identifies the building as belonging to a particular historical or architectural period.
13. **Relationship of Dependencies:** the size, location, and detailing of outbuildings in relation to the main structure.
14. **Projections:** the relationship of additions, porches, and other visible extensions to the main building.
15. **Other Issues:** parking, fences and walls, light fixtures, signs, renewable energy sources such as wind turbines and solar panels, satellite dishes and antennae, monuments and sculptures.

DETAILED GUIDELINES

The following Detailed Guidelines will assist homeowners in reviewing options to be considered or avoided in rehabilitation, restoration, or new construction. Property owners should read these guidelines as reflecting the Commission's approach to preservation issues, not as inflexible requirements. The Guidelines do not cover every situation or condition which may arise in the Historic District. Information for other situations can be found in the Bibliography at the end of the Guidelines and by asking for assistance from the Commission. The Commission cannot endorse particular products or contractors, but it tries to provide sufficient guidance to property owners in finding appropriate solutions.

C. Overall Design

1. New Construction in the Historic District

- a. *Scale and Form*: Keep all new construction consistent with the scale of the surrounding structures. Scale includes such factors as building height, width, and the proportion of height to width; proportion of solid to void elements, i.e., wall area to area of window and door openings; the size of the dominant elements of the building; and the massing of the building, i.e., the arrangement of the building's dominant elements which affect setbacks, overhangs, etc.
- b. *Character*: Carefully assess the character of the neighborhood where new construction is to take place and do not use new construction which by its form, texture, etc. is inconsistent with the character of the neighboring properties or the whole Historic District, even though all requirements for appropriate scale may be met.

2. Restoration and Rehabilitation

- a. *Replacement of Original Materials*: Re-use original materials to the greatest extent possible. Where original material is unavailable or deteriorated, use new materials in the same form and with the same method of installation as the original.
- b. *Use of New Materials*: Do not select new building materials which are out of scale, character, or otherwise present an appearance distinctly different from the original building. Likewise, if possible, do not use materials which were not available at the time of the building's construction.
- c. *Restoration*: Research thoroughly the history of the structure and restore it as nearly as can be determined to its original form.

Use the most current methods of restoration of partially deteriorated materials.

D. Exterior Architectural Elements

1. Foundations

- a. **Maintain the original appearance of the foundation material. For stone foundations, do not patch with stones which are not generally the same shape and size as the original. With brick or stone, use mortar of the same color and strength as the original. Do not over-mortar joints or tool to a profile inconsistent with the original.**

2. Walls

- a. **Frame Walls.** Retain and restore original materials whenever possible. Do not remove existing materials such as clapboards or shingles, since these form a major part of the building's texture. When deteriorated material must be replaced or repaired, use material that duplicates the old as nearly as possible. Note the use of different materials on a single building, such as a shingle gable over a clapboard first story, and replace or repair with similar materials. Do not resurface frame buildings with material which changes the textural appearance of the original building or which was not available at the time of construction.
- b. **Masonry Walls.** Retain the original masonry and mortar without the application of surface treatment. Do not apply water repellent. These materials are often unnecessary and can, in fact, hasten deterioration by trapping moisture in the masonry.

If repointing is necessary, duplicate the original mortar joint in color, texture, size, and profile. Do not repoint with mortar of high Portland cement content which can create a bond stronger than the original material. This can result in differing rates of expansion and cause cracking of existing joints.

Clean masonry, when necessary, using the gentlest method available, such as soft brushes and low-pressure water. Do not sandblast or use harsh chemicals which may react with masonry. These methods destroy the material's natural ability to repel water.

Repair or replace deteriorated masonry with materials that match the original. Avoid indiscriminate removal of paint from masonry surfaces since this may have been originally applied for aesthetic or practical reasons. Do not use artificial materials such as simulated brick or stone siding since these may not have been available at the time of construction and will give the structure an artificial appearance.

- c. **Low Maintenance Siding**

Low maintenance siding, such as aluminum or vinyl clapboards, asbestos or asphalt shingles, are products of the mid-20th century, and, as such, are by nature inappropriate for use on most historically significant buildings. Despite the efforts of the manufacturers to duplicate the appearance of other building materials, these products nearly always have a glossy uniformity which reveals their true nature. In addition, even though these products are sold to reduce maintenance, they may, in fact, create new maintenance problems.

Use siding which duplicates the width of existing clapboards. Do not use a clapboard type siding over existing shingles or other materials bearing no resemblance to clapboard. Use corner boards and other flat trim pieces of the same width and appearance as the original. Do not use artificial material to clad trim pieces such as balusters, brackets, cornices, moldings, posts, and columns. Do not clad all wall surfaces with the same type of siding irrespective of their original appearance. For example, a shingled gable should not be clad in the same way as the clapboard body of the house.

Do not use highly textured or synthetic wood grain patterns, since these rarely bear any resemblance to the original material. Do not use artificial decorations, such as shutters, scrolls, grilles, etc., since these rarely have the appearance of original materials if, in fact, the building originally had such decorations at all.

d. *Sandblasting and Hydroblasting*

Sandblasting, hydroblasting, and strong power-washing should not be used because they can damage siding and other architectural features.

3. *Trim and Decorative Features*

- a. *Cornices, Brackets, Columns, Posts, Balusters, etc.* Retain such decorations and trim, since they are usually an essential part of the building's character and appearance. When severe deterioration requires, replace or reconstruct such features as nearly as possible to their original form. Do not remove or clad these important elements, since this would significantly alter the appearance of the building.
- b. *Ornamental Metal Work.* Clean, repair, and restore decorative metal work such as railings, fences, and other trim. On ironwork, clean areas of rust and halt further rusting by repainting to match the original color. Do not paint non-ferrous metals such as brass or copper. Brass should be cleaned of oxidation when possible, and copper should be left to oxidize naturally.
- c. *Door and Window Trim.* Retain and restore door and window trim, such as lintels, sills, architraves, pediments, hoods, etc. to their original form. Do not clad door and window trim, especially when ornamental or decorative.
- d. *Shutters.* Research the original design of the structure to determine if shutters were actually used. If so, restore the originals or replace them with shutters which match the originals in form and material. Do not install pre-fabricated or mass-produced shutters or materials such as aluminum or vinyl.

4. *Doors*

- a. *Primary Doors.* Respect the main entrance to the building and its relationship to the site of the building form. Do not relocate or introduce new doors into the principal elevations of the building. Retain original door design including panels, lights, and hardware, and, if replacement is required, duplicate the original design in form and material.
- b. *Secondary Doors.* While less important visually than primary doors, secondary doors such as back or side doors, basement doors and hatches, etc.,

should be retained or replaced in a way that respects their original form. If new secondary doors must be introduced, do not locate these in a way that destroys the original composition or symmetry of the facade.

- c. *Storm Doors*. Although pre-20th century buildings were not usually equipped with storm doors or windows, the energy conscious property owner of today often finds these to be essential to reducing heat loss. When used, storm doors should be selected to compete as little as possible with the design of the main door. Use wood frame storm doors. If metal storm doors must be used, select a frame color which is the same as the door trim. Do not use bright aluminum colored frames. Select a design and arrangement of windows which complements rather than detracts from the design of the door. Do not use decorative grilles or scrolls which may be inappropriate to the design or character of the building.

5. *Windows*

- a. *In Walls*. Retain existing window sash whenever possible. If replacement is required, respect the stylistic period of the building by selecting sash design and arrangement of panes which reflect the building's original form. Do not create new window openings which destroy the original composition or symmetry of the facade.
- b. *In Dormers*. Do not create dormers in roofs where their form would be inappropriate to the historical integrity of the building. Retain all dormer windows in their original style including the arrangement of lights and the sash detail.
- c. *Storm Windows*. The early storm windows were wood framed single units which covered the entire window opening. They were used in place of the window screens in winter, and, like the screens, hooked onto clips at the top piece of window trim. When installing storm windows on buildings of the early 20th century style or older, use this type of wood frame window. If metal storm windows must be used, select a color which is close to that of the existing trim. Do not use bright aluminum colored frames where the color would be inappropriate to the character of the house.

6. *Porches and Steps*

- a. Retain porches and steps in their original form. Remember that porches and steps which were added later often reflect evolving architectural styles, and are important to the building's historical integrity. Do not strip porches of original material or features such as handrails, balusters, columns, brackets, or decorations of wood, metal, tile, or masonry. Repair or replace deteriorated architectural features with new material that duplicates the old as closely as possible. Do not enclose porches and steps in a manner that destroys their intended appearance. If it is essential to enclose a porch, do this inside the columns and railings, and do so in a way which preserves the original form and character of the building.

7. *Roofs*

- a. *Form and Features.* Retain the original roof form including gables and eaves, hips, dormers, etc. Do not introduce forms inappropriate to the original form of the roof, such as oversized dormers, skylights, etc. Retain or replace the original architectural features which give the roof its essential character, such as dormers, cupolas, cornices, brackets, cresting, and weathervanes.
- b. *Roofing Material.* Replace deteriorated roofing material with the same material originally used. If new material must be substituted, select one which matches the old in composition, texture, size, shape, and color. Do not use roofing material which is so light or bright in color or tone that it detracts from the character of the building or the continuity of the neighborhood.
- c. *Gutters and Downspouts.* Retain original gutters and downspouts. If replacement is necessary, use materials which are similar in form and color to the original. Remember that gutters and downspouts can be strong visual elements, and avoid introducing new ones in locations where they will detract from the original composition or symmetry of the building.
- d. *Rooftop Equipment.* Place rooftop equipment such as antennas, satellite dishes, air conditioners, exhaust fans, vents, and solar collectors in locations where they cannot be seen from the street. Where solar collectors must face the street (south) for efficiency, mount them in a way which minimizes their profile and makes them as inconspicuous as possible.

8. *Chimneys*

- a. Retain the original height and form, number, and location of the chimney(s), since these are critical links with the historical development of the structure. Do not add new chimneys, especially false ones, which give the building an appearance it never had.

9. *Outbuildings*

- a. *Garages, Carriage Houses, Barns.* Buildings such as these often contribute significantly to the historical or architectural interest of the property. Because of this, they should be treated with no less respect than the major structure itself. Follow the procedures for the particular features and types of construction covered elsewhere in these guidelines. Retain and repair as needed these buildings and their features which are important to the historical integrity of the property. When modification or rehabilitation is required, such as installing new garage type doors on a garage or carriage house, select materials of the same design and character as the original. Avoid hasty demolition of deteriorated outbuildings before studying them for rehabilitation. When constructing new outbuildings, keep the design compatible with that of the major structure and its site.

10. *Exterior Lighting*

- a. *Exterior lighting* should be kept to a minimum. No bright sodium or similar lights should be used. Spot light fixtures should be installed so that they are not visible. Buildings should not be illuminated. Lamps over

entryways and on lampposts should be in keeping with the style of the structure.

11. *Signs*

- a. *Signs* should be simple, black on white, of a minimum size. No lighting of signs in any manner is permitted. If the sign is freestanding, it should be on a plain post or simple iron bracket in keeping with the style and period of the structure.

12. *Walls and Fencing*

- a. *Stone walls* should be of natural fieldstone only and of dry wall construction. The removal of or modification of a stone wall requires Commission approval. *Fences* should be in keeping with the style and period of the structure. Fences can be wood or metal, depending on the style. No fences or other obstacles such as berms can be installed which block the structure from public view. Fences around pools and hot tubs are required by law. They should be of a style and period appropriate to the structure, while meeting safety requirements. Plastic, chain link, and stockade fencing are generally not acceptable.

13. *Swimming Pools and Hot Tubs*

- a. Swimming pools and hot tubs must comply with all State and Town regulations. Fencing and decking around pools and hot tubs should be of a style appropriate to the other structures on the property while meeting safety requirements. Plastic, chain link, and stockade fencing are generally not acceptable. Swimming pools and hot tubs should be placed in the least visible location possible on the property.

14. *Paving of Driveways and Sidewalks*

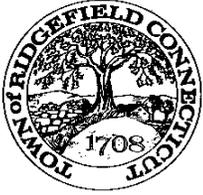
- a. Black asphalt driveways and sidewalks are generally not acceptable, depending on the style and period of the structure. The use of brick, stone dust, crushed stone, Belgium block (cobblestone), and gravel asphalt (tar and chip) are generally acceptable, but plans must be submitted for review by the Commission prior to installation.

AS A REMINDER: Plans for all proposed changes in appearance or material, either by addition, modification, or removal, must be submitted for review by the Historic District Commission before any work is begun.

**Ridgefield Historic District Commission
Summary of Notices, Filings and Voting**

Matter	Timing
I. <u>Notices and Filings</u>	
1. Annual calendar listing of regular meetings	30 days prior to first meeting and no later than January 31 st
2. Meeting notice and agenda filed with Town Clerk	24 hours in advance of meeting
3. Notices of public hearings (regular meetings)	15 to 5 days before meeting via publication in a local newspaper
4. Results of voting filed with Town Clerk	Within 24 to 48 hours of meeting
5. Minutes filed with Town Clerk	Within 7 days of meeting
6. Adjourn or otherwise cancel a meeting – notice to Town Clerk	Within 24 hours of adjournment or cancellation
7. <u>Certificate of Appropriateness</u>	
a. Approval or denial letter to applicant	Within 2 weeks of Commission’s determination
b. Action must be taken on application	Within 65 days of Town Clerk’s date stamp receipt
8. Annual Commission organizational meeting	Within 30 days of taking office as outlined in Town Charter
9. Annual report to Connecticut State government	March 31 st
II. <u>Voting</u>	
1. Quorum	At least 3 members
2. Actions/approvals	Majority of membership
3. Close a meeting for executive session	Two-thirds majority present
4. Amend Rules of Procedure	Unanimous vote of 5 member voting membership
5. Election of Commission Officers at annual organizational meeting	Majority present
6. Decision on disqualification of a Commission member for self interest	As outlined in Town Charter

Certificate of Appropriateness Application



HISTORIC DISTRICT COMMISSION
Town of Ridgefield, Connecticut
400 Main Street
Ridgefield, Connecticut 06877
www.ridgefieldct.org

CERTIFICATE OF APPROPRIATENESS APPLICATION

Filing Instructions:

1. Complete application with a \$50 application fee (payable to Town of Ridgefield).
2. Submit to Town Clerk's Office in **DUPLICATE** with **four (4) copies of architectural drawings and property photographs (showing structure location, view from street, and exterior features to be altered).**
3. At the hearing, provide samples or catalogue photos/descriptions of proposed materials.
4. Commission meetings are generally held on the third Thursday of the month at 7:30 p.m. at Town Hall (Bailey Avenue entrance).
5. Applications need to be submitted no later than ten (10) days prior to the meeting date in order that legal notice of the agenda item may be published in the press.
6. Questions: Please email Dan O'Brien at dobrien@whitney.com. For Commission information and procedures, go to ridgefieldct.org/historic-district-commission.

1. Property Address: _____

2. Applicant's Name: _____ Address: _____

Phone: _____ Email: _____

Relationship to Owner: _____

3. Property Owner Name: _____ Address: _____

Phone: _____ Email: _____

4. Provide Detailed Itemized Listing of Each Proposed Exterior Change:

- a. _____
- b. _____
- c. _____
- d. _____

5. Work to Be Performed by: Owner _____ Contractor _____ Other _____

6. Architect Engaged? Yes _____ No _____
(If yes, provide name and contact information)

7. Read the Commission's relevant Design Guidelines* pertaining to the planned work?
Yes _____ No _____

Signature of Owner or Authorized Agent**

Print Name

* For Design Guidelines, go to ridgefieldct.org/historic-district-commission.

** If Authorized Agent, please attach letter from Owner acknowledging such agency.