

**VILLAGE OF BALLSTON SPA
HISTORIC DISTRICT COMMISSION
December 18, 2023**

Present in person, Carrie Chapman, John Cromie, Gary Stevenson, Steve Springer, members and Marilyn Stephenson. Present by Zoom, Stefanie Bitter, and Dave LaFountain.

John called the meeting to order about 7:20 am. Minutes of November 2023 were reviewed and corrected. Steve moved they be approved as corrected; Carrie seconded; passed.

Steve had donated printing the Guidelines for distribution to residents. They cost 3½ cents a page. Gary and Marilyn donated the cost of postage. They were thanked for their contributions. It was noted avoiding the village government's process relating to allocating funds from the budget was worth making the donations.

There was a discussion over there not being a budget line dedicated to the Historic District Commission, and the reported budgeted amount was not in actuality allocated to the HDC. [NOTE: Through emails with the Mayor, it was revealed money allocated for the Commission was placed in a line for the Village Historian's contract expense.]

Gary had taken Keith's flow chart and computerized it. He simplified the flow and broadened its usefulness by including the process for properties outside the district. Members did not indicate obvious changes. They will study it individually. It was noted that signage presents its own process, which includes the Planning Board and is not covered by the flow chart. A separate flow chart may need to be drawn to describe the process. The process between the HDC and Planning Board itself is unsettled.

Areas of the local law establishing the HDC were discussed for the purpose of making future recommendations to the committee revising village zoning law to conform with the Comprehensive Master Plan. Among the areas discussed were 1) defining when the 15-day consideration period begins, especially when the application needs a zoning variance to proceed. 2) A decision may be made beyond the 15-day period 3) Importance of having the Building Inspector present when HDC meets with property owner 4) Defining the scope of an appeal to the Zoning Board 5) Role of village attorney advising both boards 6) Add HDC advisory role to site plan review process. Marilyn, who is serving on the zoning review committee will let the committee know that the HDC is reviewing its legislation and will be making suggestions for revisions. Marilyn and John will get together to develop language for the above and any other modifications they may come up with for discussion at the next meeting.

Publicity has gone out for the January 11th presentation by John on Architectural styles.

Next meeting at 90 East High on January 22, 2024 at 9:15 am.