

Planning Board Meeting Minutes  
Village of Ballston Spa  
Held on November 8, 2023

The meeting was called to order at 6:58pm by Chairman O'Connor

Chairman present: Rory O'Connor

Members present: John Battenfield, Scott Burlingame, Peter Martin, Mike McNamara,  
Attorney Stefanie Bitter

Pledge of Allegiance

Chairman O'Connor requested a motion to approve the minutes of the September 13, 2023 meeting. A motion was made by Member Martin, seconded by Member Battenfield, to approve the minutes of the September 13, 2023 meeting. The motion was approved.

New Business: None

Old Business:

288 Milton Avenue— Tax ID #203.80-2-16 O'Reilly Ballston Spa NY. Continuation of the public hearing and application for a variance for signage which does not comply with code.

Chairman O'Connor stated that samples of the signs that O'Reilly has done in the past were received. These signs gave us a sense of scale. He also received an amended version of the proposed signs from AJ Signs. A paper copy was passed around to members and counsel. In previous discussions, we had talked about the work being done on site and the types of signs that we were interested in seeing. What we have is a result of that particular set of items discussed, which was provided to us by AJ Signs. He stated that he drove around and noticed that the scale of the signage on the O'Reilly building and outside in Burnt Hills is about spot on with what we would like. He feels it is quite visible and looks great. We were talking about whether we want a pole sign or a foundation-based sign. He opened it up to the Board for their comments.

Member Burlingame asked to clarify if the sign on the building was approved at the last meeting. Attorney Bitter stated that a motion was made to approve a variance for the building sign of 109.43 square feet as mentioned on sheet SG2.1 and a variance to

allow a second sign. Chairman O'Connor stated at this point it is just a matter of design on the second sign. He asked if we are interested in the brick sign or the pole sign. The height of the brick sign is 7' with the base and the height of the pole sign is 12'. Member Martin stated that he like the monument style better. Member McNamara stated that the actual size of the sign is the same on both styles, which is 3' by 6'. Chairman O'Connor also stated that they should discuss where it should go on the property and be out of the right of way. Mr. Shawn Archer, District Manager for O'Reilly Auto Parts, stated that it will not be in the state right of way. It will be on their property on the north side of the exit on Milton Avenue, in the landscaped area, perpendicular to the street. Building Inspector LaFountain asked if they are sure it will not be on state property. Mr. Archer replied yes. Chairman O'Connor asked if it will be a backlit sign. Mr. Archer replied yes. Member Burlingame asked what the base material will be. Mr. Wheeler from AJ Signs replied it will be split face block. Building Inspector LaFountain asked if the planter is gone. Member McNamara replied no. Building Inspector LaFountain asked if it stays there. Chairman O'Connor replied yes, that it is probably part of the bus stop. Chairman O'Connor asked for a consensus. Of the two designs, which is preferred – the pole style or the monument style. Members Burlingame, McNamara, Battenfield, Martin, and Chairman O'Connor voted for the monument style, with no votes for the pole style. Chairman O'Connor asked if AJ Signs will do all the work on the sign. Mr. Wheeler said they will do the sign. Mr. Archer said they have a general contractor for O'Reilly Auto Parts that will do the masonry work. He said it will be built similar to the one in their Johnstown location. It will have 4' footings.

Chairman O'Connor asked for a motion to accept the design as submitted for the second sign with the monument brick base similar to what was pictured. Inspector LaFountain asked what the size of the sign will be. Chairman O'Connor replied it will be a 2-sided sign measuring 3' by 6' on each side, totaling 18 square feet. A variance of 2' will be required for each side. Building Inspector LaFountain asked if the wiring was already out there for the sign. Mr. Archer said he did not see any sign of underground wiring, but he could not confirm. Member McNamara said that the Board previously approved the variance for the second sign so it could be wired before paving.

Member Burlingame made a motion to approve the monument style sign as shown on sheet 3 of 3 as submitted by AJ Signs as an 18 square foot 2-sided monument sign with masonry base allowing for 2 square feet of variance on each side. The motion was seconded by Mr. Martin. The motion carried.

Chairman O'Connor asked Mr. Archer for details of the footing on the base being built. He said he will send it to Dave. Building Inspector LaFountain said it may require a surveyor to spot the sign.

A motion was made to adjourn at 7:15pm by Member Martin and seconded by Member Battenfield. The motion carried.

Respectfully submitted,

Kathleen Barner  
Building Department Clerk