

**VILLAGE OF BALLSTON SPA
HISTORIC DISTRICT COMMISSION
MINUTES- APRIL 20, 2023**

After proper public notice, commission members convened in the Library Community Room at 11 am. Present: Carrie Chapman, John Cromie, Keith Lewis, Gary Stephenson. Absent Steven Springer. Observing: Marilyn Stephenson.

Members agreed with the proposed guidelines as thus far prepared by Gary. He had received permission from Scott T. Hanson, author of "Restoring your Historic House" to use illustrations and quotes. John received written consent from Tom Frost to use his artwork which is featured in Saratoga Springs' guidelines. Pages should follow Saratoga Springs' example of crediting "Illustrations Tom Frost of Frost Huff Architects." John has been in conversation with Michael Phillips, Esq. and Senior Planner Amanda Tucker of Saratoga Springs about obtaining approval for using much of the city's language for our guidelines. Gary will complete the guideline before next meeting.

The Village Administrator has asked when the various member's terms ended. After cleaning out the cobwebs, it was decided each member's term ends as follows.

Keith Lewis	Dec. 31, 2023
Steve Springer	Dec. 31, 2024
Carrie Chapman	Dec. 31, 2024
Gary Stephenson	Dec. 31, 2025
John Cromie	Dec. 31, 2025

The building application from Mark and Patricia Hollenbeck of 64 East High Street was reviewed. Carrie mentioned she had to recuse herself from consideration because they are her in-laws. It was noted the permit for the roof had become somewhat academic because the old roof had been removed and replaced. The enforcement mechanism stopping the replacement was with the building inspector. That was not done, thereby removing the commission from the process. However, the permit also requested replacement/repair of porch railing and removal of a chimney, as well as replacement of barn roof. After a phone call to the applicant, the meeting to consider the application was set for April 27, 2023 at 10 am at 64 East High Street.

The roof replacement at 64 East High without a permit is an example of the lack of guidelines and flow chart, which should be presented to all new property owners in the historic district. Keith will produce a proposed flow chart for the next meeting.

It was noted \$950 was placed in the tentative budget to fund Commission projects and activities. We will have to use Zoom to include Gary during the summer.

At the next meeting, we will discuss a talk with the building inspector. The next meeting of the commission was set for Thursday, May 18, at 11 am in the Community Room. There being no further business, Keith moved to adjourn; Gary seconded; passed.