

**VILLAGE OF BALLSTON SPA**  
**HISTORIC DISTRICT COMMISSION**  
**March 25, 2024**

Present: Steve Springer, Carrie Chapman, Gary Stephenson & John Cromie  
Andrew & Chrisy Maas, Mark and Patricia Hallenbeck, Marilyn Stephenson  
By Zoom: Stefanie Bitter

The meeting was called to order, and the building permit application of Andrew Maas to install storm windows at 17 E. High Street was the first order of business. Appended to the application were specifications from Quantapanel. The proposed storms have not been purchased. There are only a couple of manufacturers offering historic storm windows, and after reviewing the options, the applicant selected this manufacturer. The profile is low and will be black to match the color of existing sash. After discussion, Gary Stephenson moved the Commission approve the building permit application by the Maases for installation of the specified Quantapanel storms as stated in the application. Carrie Chapman seconded. It was passed unanimously.

The next building permit application under review was that of Mark Hallenbeck. Carrie announced she was recusing herself from the discussion because the Hallenbecks are her in-laws. It was noted the application was for replacing first floor windows with double-hung windows, three in the back and seven in the front. There were no specifications with the applications. Mr. Hallenbeck stated he had proceeded to replace two windows on the side of the house and one on the rear before being stopped by the Building Inspector. None of the windows replaced were original to the house. One of the three was located at the back of the house. It was noted the Commission has no jurisdiction over the rear, which cannot be seen from the public way. There was concern about the building permit covering windows beyond the three that had been modified. Mark stated that the other windows had not been purchased and were not on the immediate agenda to be replaced. As a result, he was modifying his permit from replacing 10 windows to only completing the replacement of the three windows he had already started. It was agreed between Mark and Pat Hallenbeck and Commission members that they will meet informally to review the other windows of the house. The justification for removing the 1960s picture window was that the interior room is a kitchen, and counter tops were being built would block the lower portion of the window. It was felt, given the circumstances, the triple-window replacement would not detract from the house's original fabric and now that the replacements are underway there is not much that can be done differently. Steve moved that the Commission accept the building permit application as modified to allow only the three windows that have been started to be completed and that the Commission appreciated the Hallenbeck's efforts to maintain the

historic integrity of the street scene. Gary seconded; Steve, Gary and John voted in favor. Passed.

The up-coming presentation to the Zoning Advisory Committee on April 4 at 7 pm was discussed. We will all attend. In the allotted 20 minutes, John will lead off with the theory behind historic districts (or the Why) and Gary will follow with describing the nuts and bolts of the process (or the How). Steve and Carrie will do cleanup, picking up on items missed, muddled, or misunderstood. It will be in the Special Facilities Room at the Cooperative Extension/Planning Building.

Marilyn passed around a flyer and proposed press release for the May 9, 2024 presentation on dating a house. Gary will talk about what can be learned from the structure and found artifacts. John will show how public records can be used. He will focus on 30 West High Street. While the talk will be designed for all homes in the village, it is hoped the presentation will spur people to do the research for plaquing their own homes in the district.

Gary presented a more simplified version of the flow chart. By combining the various appeal routes, the chart becomes clearer. It should reinsert the Planning Board into the process. There is concern over whether under current law, the 15 days begins at time of application to the building inspector or when all other approvals are received, as the chart shows. It was decided to seek Dave's thoughts about which way to interpret the code. It was felt the informal transmission of building permits to the HDC chair when they are received will give the HDC sufficient notice if issues may arise at Zoning or Planning, which in the HDC opinion should be made known. Stefanie was not able to view the proposed flow chart. It will be sent to her and to Dave for review.

Minutes of the February 26, 2024 meeting were reviewed. Carrie moved they be approved as presented; Gary seconded; passed.

Gary is still looking at other communities' examples of regulations for infill. He spoke to Jeff Garwys about preparing signs for the historic district. The village does not make its own signs but contracts them out. It was thought entry signs should follow a common shape with other village signage. Metal signs of about the size needed are likely to cost \$60 each. It was also decided to ask that next year's budget include the cost of five plaques. It was thought some owners may want to purchase plaques for their homes rather than wait for the village to pay for their plaque. Earlier plaques were paid for by the village and purchased from Erie Landmark Company. Gary will send to the Village Administrator a budget request for signs and plaques.

Marilyn mentioned Saratoga Springs Preservation Foundation will be hosting a seminar on the value of historic zoning on April 2. She also mentioned other upcoming programs in the region.

The next meeting will be on Monday April 15 at 9:15 am at 90 East High Street.