

Village of Ballston Spa

66 FRONT STREET

Ballston Spa, NY 12020

518-885-5711

December 8, 2021

Mr. Ron Murphy
High Rock Property Management
2149 Doubleday Avenue, Suite 2
Ballston Spa, NY 12020

Dear Mr. Murphy:

Your project for retail flex space at 24 Washington Street (SBL: 216.32-1-6) in the Village of Ballston Spa is being placed on the January 12, 2022 Planning Board agenda for preliminary review. The attached Site Plan application and fees must be completed in full before any final action can be taken on your project.

The objective of the preliminary review is to enable the Board to discuss your project with you, to address any Board questions and concerns, so that your final site plan may then be submitted and approved at a subsequent meeting. Our meetings are open to the Public, and there will be a public comment period after our discussions.

The Site Plan review process is spelled out in the Village Code Section 205.20, with updated parking regulations attached for your review. Note that if your project is less than 3000 Square feet in total, parking regulations are waived in the CBD.

We look forward to working with you to help bring your plans to fruition for the mutual benefit of the Village and your investment. If you feel you need more time to prepare, please advise the Building Department Clerk, or myself and we will adjust the agenda accordingly.

Rory O'Connor
Chairman, Planning Board
Village of Ballston Spa