



September 28, 2020

## ARCHITECTURAL REVIEW BOARD MEETING NOTIFICATION

Dear Chautauquan,

The owners of 19 Roberts Avenue (Kathleen Curatolo-Secretary of the Englewood Condo Assn.) in the Mixed-Use Core District are coming before the Architectural Review Board with plans to erect a permanent awning on the southeasterly corner of the building over the basement stairwell that encroaches within the rear-yard setback. Therefore, this project requires an Architectural Review Board review.

Variances/Requests being considered:

1. Variance to encroach upon the required 5' easterly side-yard setback with an awning; (ALU 4.3.6)
2. Any other variances or special requests that are required and discovered in the process of review and discussion of the proposed project.

You are receiving this notification because your property is within 150' of the proposed project site.

Plans for this project may be reviewed in the office of the Administrator of Architectural and Land Use Regulations in the Colonnade Building or online at <https://chq.org/about-us/property-construction-resources#arb-notices-minutes>.

The Architectural Review Board will meet on Thursday November 5, 2020 at **9:00 AM** via Zoom conference. See instructions for joining this conference below. Please submit any comments that you may have in writing for the Architectural Review Board's consideration. E-mails are preferred and may be submitted to John Shedd at [arb@ciweb.org](mailto:arb@ciweb.org) until 12:00 noon on November 4, 2020.

PO Box 28  
Chautauqua, New York 14722  
716.357.6245 / 716.357.9014 (fax)  
[jshedd@chq.org](mailto:jshedd@chq.org)

Join Zoom Meeting

<https://us02web.zoom.us/j/88197125334?pwd=VWpQaldzMnBxU0x3aTh4dVBtc3p1UT09>

Meeting ID: 881 9712 5334

Passcode: 380278

One tap mobile

+16468769923,,88197125334#,,,,,0#,,380278# US (New York)

+13017158592,,88197125334#,,,,,0#,,380278# US (Germantown)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 881 9712 5334

Passcode: 380278

Find your local number: <https://us02web.zoom.us/j/88197125334?pwd=VWpQaldzMnBxU0x3aTh4dVBtc3p1UT09>

Sincerely,

CHAUTAUQUA INSTITUTION



John L. Shedd, AIA – Architect

Vice President of Campus Planning and Operations/

Administrator of Architectural & Land Use Regulations

PO Box 28  
Chautauqua, New York 14722  
716.357.6245 / 716.357.9014 (fax)  
jshedd@chq.org

Office Use ONLY

ARB

Application Received: In Person  By Mail  By Email  Date \_\_\_\_\_  
Request Investigated by SHERRA Date 9/21/20  
Permit Approved: ( ) YES ( ) NO Date \_\_\_\_\_  
Recommend to ARB: (  ) YES ( ) NO Date 9/21/20  
ARB Approval: ( ) YES ( ) NO Date \_\_\_\_\_  
Permit Issued By \_\_\_\_\_ Permit Number \_\_\_\_\_ Date \_\_\_\_\_  
Other Notes \_\_\_\_\_

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**CHAUTAUQUA INSTITUTION  
ARCHITECTURAL AND LAND USE COMPLIANCE CERTIFICATE APPLICATION**

Chautauqua Institution has adopted specific regulations for ALL construction, landscaping and use of properties on the grounds. **All construction work** (except routine maintenance; interior finishes, non-structural interior alterations; kitchen/bath alterations; interior mechanical systems; exterior painting) **must first be reviewed and approved by the Administrator of Architectural & Land Use Regulations prior to starting.** (See Compliance Process Matrix 6.3 in Regulations). **A current, valid Compliance Certificate from the Institution MUST BE POSTED** on the site for this work. **A Town of Chautauqua Building Permit may also be required from the Town of Chautauqua.**

**PLEASE FILL IN FOLLOWING INFORMATION:**

- A) Owner's Name: Kathleen Curatolo (Secretary of the Condo BOD) on behalf of The Englewood Condo Association
- B) Construction Site House Number 19 Roberts, Basement
- C) District of Construction Site: ( x ) Mixed Use Core ( ) Neighborhood Traditional  
( ) Neighborhood Suburban ( ) Miller Park ( ) Suburban Multi-Family  
( ) Garden District ( ) Woodlands ( ) Highlands
- D) Prime Contractor / CM(Names, Phone Numbers, e-mail address): Jamestown Awning Inc., Mark Saxton, [service@jamestownawning.com](mailto:service@jamestownawning.com), 716-483-1435  
Contractor Authorization Certificate #: 300823 Tag#  
Subcontractor (Names & Phone Numbers) \_\_\_\_\_  
Contractor Authorization Certificate # \_\_\_\_\_  
Subcontractor (Names & Phone Numbers) \_\_\_\_\_  
Contractor Authorization Certificate # \_\_\_\_\_
- E.1) Type of Work To Be Performed: ( ) Interior Structural Alterations ( ) Demolition  
( ) Driveways/Walks/Patios ( ) Foundation work ( ) Window changes/replacements  
( ) Porches/Decks/Patios/Pergolas/Balconies ( ) Site Features or change of grade  
( ) New Construction ( ) Exterior HVAC/ Mechanical Units ( ) Roofs  
( x ) New Awning ( ) Additions ( ) Reconstruction ( ) Renovation  
( ) Garage ( ) Other \_\_\_\_\_
- E.2) Description of Work (Attach additional sheets and/or drawings if available): Manufacture and install a welded frame basement pit awning with a mesh skin (fabric) so rain will go through the fabric down to the drain located at the base of the stairs but leaves and other debris from trees will not clog the drain.
- F) Date Work Is Expected To Begin: November 2020 to finish By December 2020
- G) Selected historical preservation classification (See 4.12 in Regulations). N.A.



**Schedule of Penalties (See Regulations):**

For All Projects

- |   |                                       |
|---|---------------------------------------|
| 1. Failure to Post Compliance Certificate in Visible Location on Property                                       | \$ 25 / day                           |
| 2. Commencement of Construction Activities prior to receipt of Chautauqua Institution Certificate of Compliance | Max. \$1,000 or \$250 / day           |
| 3. Unauthorized Demolition  | Max. \$10,000 or \$100 / day          |
| 4. Construction Site Maintenance  | \$100 / day                           |
| 5. Failure to Correct Violation   | Max. \$1,000 or \$100 / day           |
| 6. Removal of Tree from Institution Property  | \$10,000 Max. - \$5,000 Min. per tree |
| 7. Removal of Tree from Private Property  | \$ 5,000 Max - \$1,000 Min. per tree  |

**Acknowledgement:**

I understand that by signing this document I agree to abide by the Rules & Regulations of Chautauqua Institution and the Architectural and Land Use Regulations. I also certify that the above information is true and correct to the best of my knowledge and that I understand and agree to pay the listed penalties in the instances of violations:

  
\_\_\_\_\_  
Property Owner's Signature \*\*\*

  
\_\_\_\_\_  
Prime Contractor / CM's Signature

9.18.20  
Date

9/11/20  
Date

**NOTE: ALL CONTRACTORS MUST HAVE A CERTIFICATE OF AUTHORIZATION ISSUED BY CHAUTAUQUA INSTITUTION PRIOR TO PERFORMING CONSTRUCTION ON THE GROUNDS OF CHAUTAUQUA INSTITUTION.**

**No changes shall be made in such work that deviate from that submitted without the prior approval of the Institution. The issuance of a Compliance Certificate is in addition to and not in substitution for required building permits issued by appropriate governmental authorities, especially the Town of Chautauqua and the Chautauqua Utility District.**

**COMPLIANCE CERTIFICATE REVIEW FEES:**

SEE ARCHIT. DRAWINGS

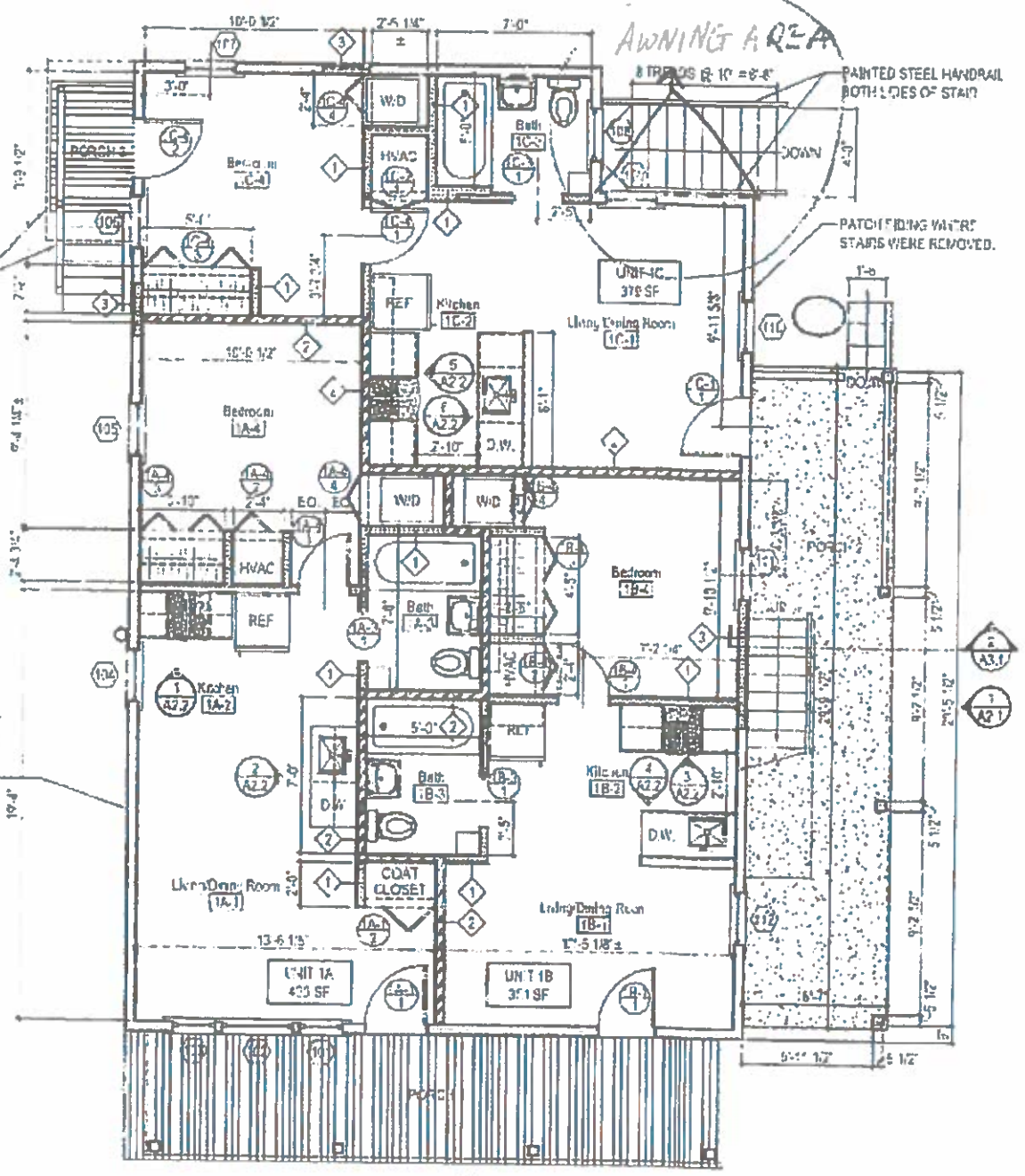
AWNING AREA

CLEAN REPAIR AND PAINT EXISTING PORCH

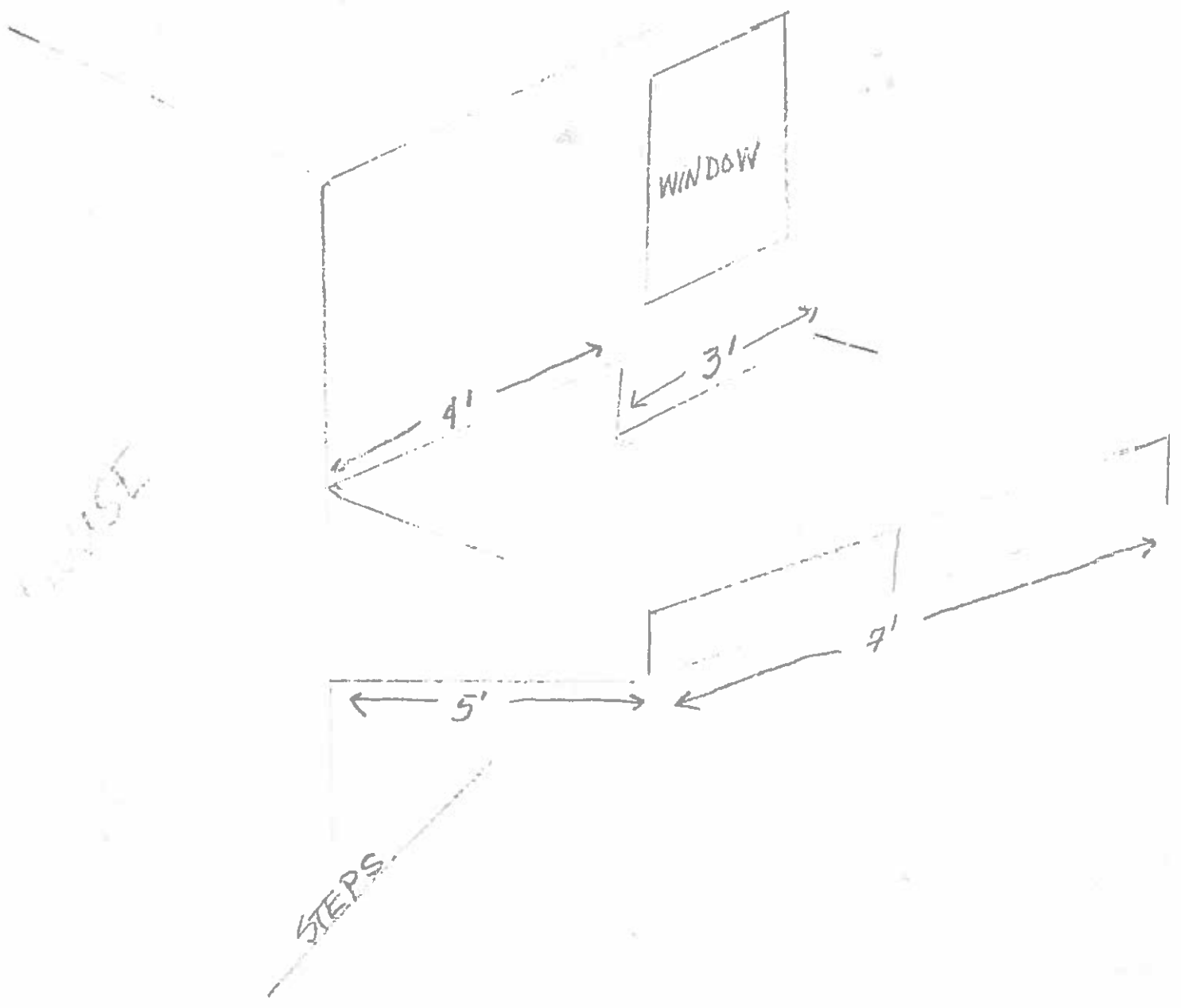
PAINTED STEEL HANDRAIL BOTH SIDES OF STAIR

PATCH FIBER GYPSUM STAIRS WERE REMOVED.

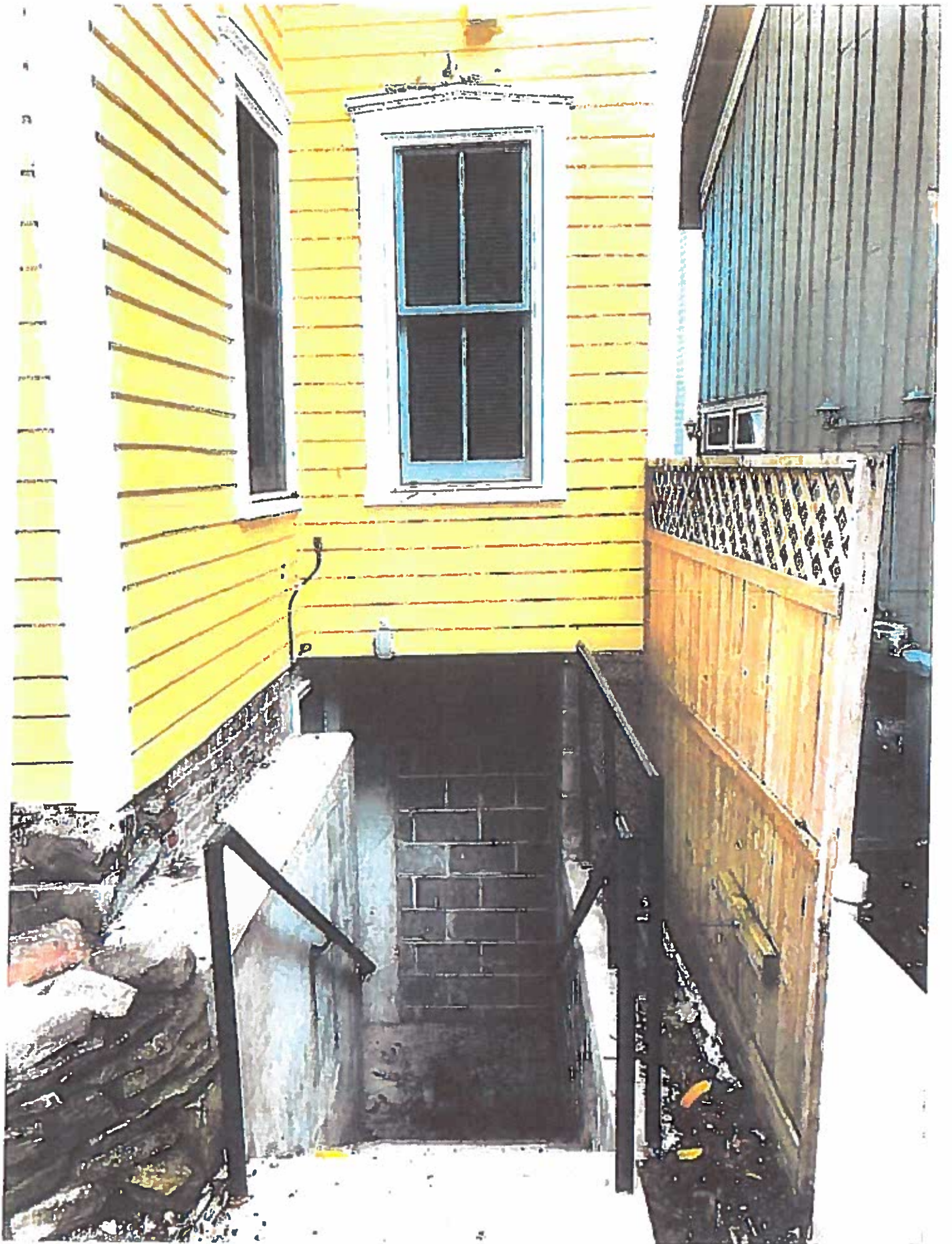
CLEAN REPAIR AND PAINT EXISTING MOLDY STEEL SIDING ON THIS SIDE OF BUILDING



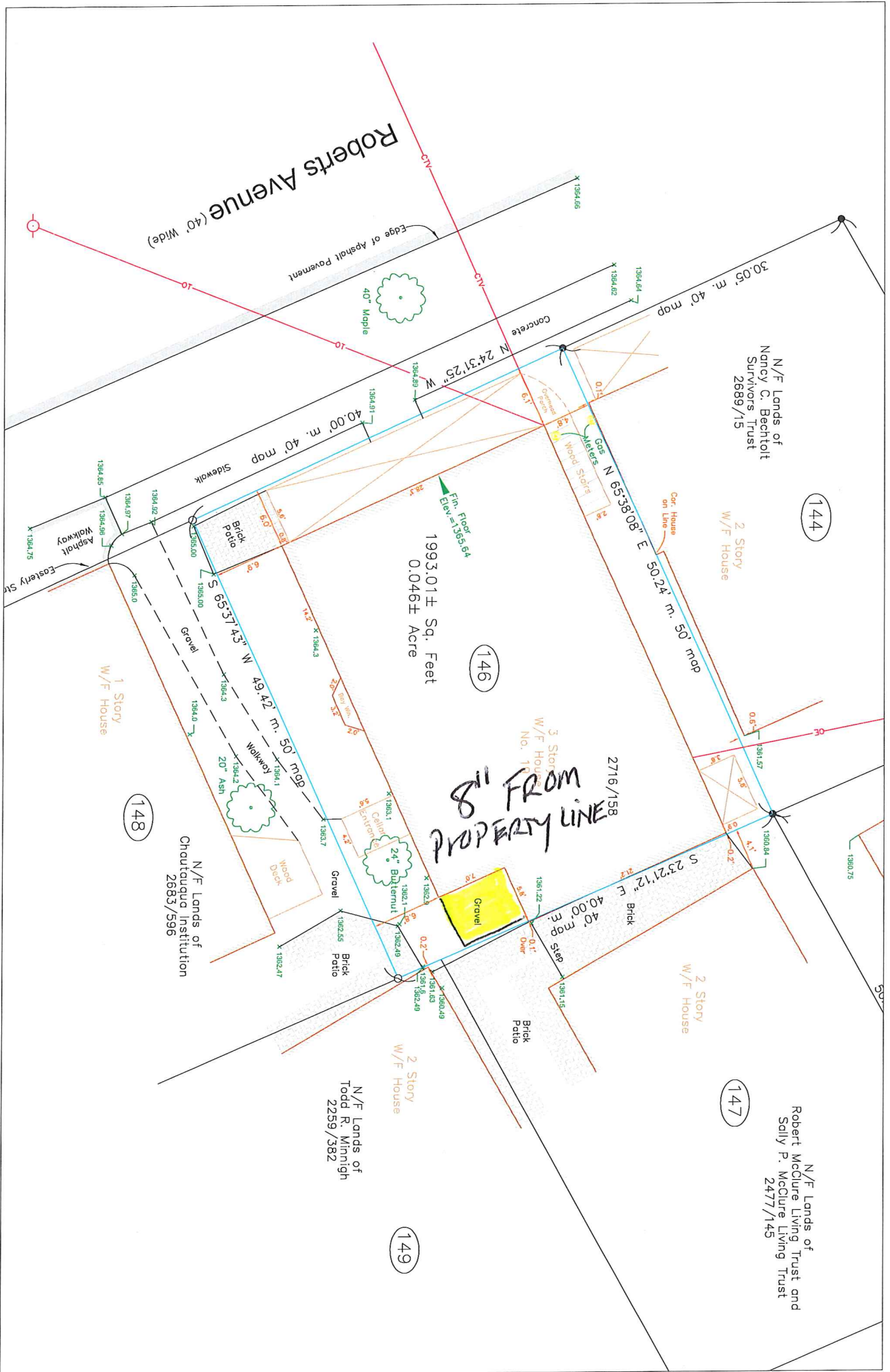
SCALE  $\frac{1}{4}$ " = 1 FOOT











Roberts Avenue (40' Wide)

N/F Lands of  
Nancy C. Bechtolt  
Survivors Trust  
2689/15

144

1993.01± Sq. Feet  
0.046± Acre

146

8" FROM  
PROPERTY LINE

1 Story  
W/F House

148

N/F Lands of  
Chautauqua Institution  
2683/596

N/F Lands of  
Todd R. Minnich  
2259/382

149

N/F Lands of  
Robert McClure Living Trust and  
Sally P. McClure Living Trust  
2477/145

147

