

**CHAUTAUQUA INSTITUTION  
Architectural Review Board Meeting  
Thursday, November 7, 2024  
4840 W. Lake Rd., Chautauqua, NY 14722  
MINUTES**

Members Present: **CHAIR, IZUMI HARA, PAUL HAGMAN, TERRY HORNER, and SARA PONKOW**

Members Absent: **MATT BENSON**

Chautauqua Institution Staff and Outside Counsel Present: **RYAN BOUGHTON, JOHN SHEDD, JENNIFER MAJEWSKI and DANA LUNDBERG**

**I. Welcome**

Ms. Hara called the meeting to order and welcomed all attendees. She then reviewed the order of business.

**II. Approval for Prior Meeting Minutes**

Minutes from the ARB meeting of August 22, 2024 were presented. There being no comments, the minutes were approved by unanimous consent.

**III. Requests for Variances**

Bonnie Gwin, owner of 3 N. Lake requested that the request for variance for 3 N. Lake be withdrawn. Her request was granted.

A. 24-11    HOLLISTER REID    16 Forest

Diane Hendrix, architect, was present with plans proposing to construct a new bathroom addition in place of an existing opening porch on the 2<sup>nd</sup> floor that is within the 3' side-yard setback and within 10' of a neighboring structure.

Variance requested:

1. Variance to construct a new bathroom addition within the 3'0" side-yard setback under Architectural and Land Use Regulations Section 4.4.6
2. Variance for new construction with 10'0" of a neighboring structure under Architectural and Land Use Regulations Section 4.4.6

**NEIGHBOR COMMENTS:**

Bruce and Sharon Rosenbaum, 12 Forest – L – no objection

\*L means comment submitted by letter  
\*P means comment made in person at ARB meeting  
\*\* neighbor residing outside of the 150' notice zone

After presentation by the applicant and review of the comments, a motion was made by Terry Horner to grant the requested variances to construct a new bathroom addition within the 3'0" side-yard setback under ALU Regulation 4.4.6, and for new construction within 10'0" of a neighboring structure under ALU Regulation 4.4.6, as presented to this meeting.

Following discussion, the motion PASSED.

B. 24-12

GEORGIA COURT

39 Howard Hanson

Ryan Olson, contractor, was present with plans proposing to enclose a screened porch increasing the building envelope by 173 sq ft surpassing the maximum allowable square feet for the building envelope.

Variance requested:

1. Variance to enclose the existing porch, increasing the building envelope by 173 square feet, approximately 148 square feet more than the maximum allowable building envelope under Architectural and Land Use Regulations Section 4.9.6

NEIGHBOR COMMENTS:

Jeff Glazer, 33 Howard Hanson – L – no objection

After presentation by the applicant and review of the comments, a motion was made by Sara Ponkow to grant the requested variances to enclose the existing porch, increasing the building envelope by 173 square feet, approximately 148 square feet more than the maximum allowable building envelope under ALU Regulation 4.9.6, as presented to this meeting.

Following discussion, the motion PASSED.

IV. There being no further business, the Chair declared the meeting adjourned.

Respectfully submitted,

**Jennifer Majewski**

\*L means comment submitted by letter

\*P means comment made in person at ARB meeting

\*\* neighbor residing outside of the 150' notice zone