



## OFFICE OF CAMPUS PLANNING & OPERATIONS

### ARCHITECTURAL REVIEW BOARD MEETING NOTIFICATION

July 17th 2025

Dear Chautauquan,

The owners of 18 Wiley, Angela and William James, are requesting to come before the Architectural Review Board for the scope of work for the renovation work for the interior and exterior of their home, including replacing the existing foundations for their porches with a basement. The scope of work proposed for the basement addition underneath the existing porches falls within the 6'-0" front yard setback. Therefore, this project requires an Architectural Review Board review for the following considerations required as a part of this proposal's scope of work.

Variances/Requests being considered:

1. Variance for an expansion of the basement of the house into the 6'-0" front yard setback underneath the porches on the first and second levels of the building (Architectural and Land Use Regulations Section 4.4.6)

You are receiving this notification because your property is approximately within 150' of the proposed project site. Plans for this project's scope of work may be reviewed online at the Architecture Review Board (ARB) News and Notes Page at the following link:

[www.chq.org/ARB](http://www.chq.org/ARB)

PO Box 28 • Chautauqua, NY 14722  
716.357.6245 • 716.357.9014 (fax)  
[ARB@chq.org](mailto:ARB@chq.org) • [chq.org](http://chq.org)

The Architectural Review Board will meet on **August 21st 2025 at 12:00pm Noon in the Turner Community Center Conference Room**. 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 the Administrator of Architectural and Land Use Regulations at [arb@chq.org](mailto:arb@chq.org) until 12:00pm noon the day before on August 20<sup>th</sup> 2025 at 12:00pm Noon. Thank you for your time!

Respectfully,

A handwritten signature in blue ink, appearing to read 'B. Boughton', with a stylized flourish at the end.

**Ryan B. Boughton, Assoc. AIA**

Administrator of Architectural and Land Use Regulations

[rboughton@chq.org](mailto:rboughton@chq.org) | o: 716.357.6245

## Office Use ONLY

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



**Website link:** [www.chq.org/construction-resources](http://www.chq.org/construction-resources)

## ARCHITECTURAL AND LAND USE COMPLIANCE CERTIFICATE APPLICATION

Chautauqua Institution has specific regulations for ALL construction, landscaping, and use of properties on the grounds. **All construction work** (except routine maintenance; non-structural interior alteration or finishes; minor interior mechanical systems modifications; exterior painting) **must first be reviewed and approved by the Administrator of Architectural and Land Use Regulations prior to starting work on-site.** (See Compliance Process Matrix 6.3 in the Architectural and Land Use Regulations). A current, valid Compliance Certificate issued by Chautauqua Institution's Office of Campus Planning **MUST BE POSTED** on the site for the duration of the approved project work.

### PLEASE FILL IN THE FOLLOWING INFORMATION:

- A) Property Owner's Name WILLIAM & ANGELA JAMES  
 Chautauqua Address 18 WILEY AVENUE  
 Permanent Address 715 PARK AVENUE (APT.18b) NEW YORK, NEW YORK 10021  
 Owner's Phone # (646) 937-0408 Owner's Cell # \_\_\_\_\_  
 Owner's E-mail BJAMES1768@AOL.COM, ARJAMES301@AOL.COM
- B) Construction Site House Number 18 Unit # \_\_\_\_\_
- C) CHQ District of Construction Site: ( ) Mixed Use Core (X) Neighborhood Traditional  
 ( ) Neighborhood Suburban ( ) Miller Park ( ) Highlands  
 ( ) Garden District ( ) Woodlands ( ) Suburban Multi-Family
- D) Prime Contractor Contact / Construction Manager (Names, Phone Numbers, E-mail address)  
ALEXANDER CONSTRUCTION, BRADLY SZYMCAK (716) 581-2319 BRAD@BUILDALEXANDER.COM  
 Contractor Authorization Certificate - Company Name \_\_\_\_\_  
 Subcontractor (Manager Names & Contact Information) \_\_\_\_\_  
 Contractor Authorization Certificate - Company Name \_\_\_\_\_  
 Subcontractor (Manager Names & Contact Information) \_\_\_\_\_  
 Contractor Authorization Certificate - Company Name \_\_\_\_\_
- E.1) Type(s) of Work To Be Performed: ( ) Interior Structural Alterations ( ) Foundations  
 ( ) Driveways/Walks/Patios ( ) Window changes/replacements ( ) New Awning  
 ( ) Demolition ( ) Renovation ( ) Reconstruction ( ) Garage ( ) Additions  
 ( ) New Construction ( ) Exterior HVAC/ Mechanical Units ( ) Roofs  
 ( ) Porches/Decks/Patios/Pergolas/Balconies ( ) Site Features or Change of Grade  
 (X) Other SEE DRAWINGS

E.2) Description of Work (Attach additional sheets and/or drawings if available):

HOUSE RENOVATION WITH INTERIOR LAYOUT CHANGES,  
REPLACING EXISTING VINYL WINDOWS WITH NEW WOOD WINDOWS, AND  
REPAIR OF FRONT PORCH FOUNDATION WITH NEW POURED FOUNDATION WALLS,

F) Date Work Is Expected To Begin FALL 2025 To Finish By SPRING 2026

G) Selected historic preservation classification: (See 4.12 in Regulations)

( ) Preservation ( ) Reconstruction (x) Rehabilitation ( ) Restoration

H) Proposed Materials: (plastic, vinyl are prohibited) COMPOSITE SIDING AND TRIM  
WITH SHINGLE ROOF

I) Identify the industry recognized architectural style: VICTORIAN

J) Identify tree disturbances (within canopy) and/or proposed removals: NONE

K) Describe how site drainage during construction and after construction will be managed in compliance with Regulations (attach drawings if applicable): ALL CHQ. ALU. REGULATIONS  
WILL BE FOLLOWED

L) Describe how you will manage legal off-street parking on the project site: OFF STREET PARKING WILL BE MANAGE BY GENERAL CONTRACTOR  
DURING CONSTRUCTION

M) THE INSTITUTION STAFF CANNOT GRANT SPECIAL EXCEPTIONS TO, OR VARIANCES FROM, THE ARCHITECTURAL AND LAND USE REGULATIONS. PLEASE INDICATE BELOW IF THE WORK IS SUCH THAT ACTION FROM THE ARCHITECTURAL REVIEW BOARD (ARB) IS REQUIRED.

Variance Is Being Requested X YES        NO  
Special Exception is Requested X YES        NO

Describe Variances/Exception Requested ADDING BASEMENT WHEN  
REPLACING DILAPIDATED PORCH FOUNDATION

N) Lot Size, Intensity, Impervious Surface Ratio: (See Regulations for definitions)

Lot Width: 40.0' Lot Area: 2,119 SF. Floor/Area Ratio: 0.77

Impervious Surface Ratio: 0.5 5

O) Height to Eave: 21' Height to Highest Ridge/Point: 36'

- P) I agree to reimburse Chautauqua Institution for all costs, repairs and/or construction to any road surface and/or right-of-way resulting from construction activities  
  X   YES        NO
- Q) I agree to abide by the Rules & Regulations of Chautauqua Institution and Chautauqua Institution's Architectural and Land Use Regulations:   X   YES        NO
- R) I understand that financial penalties apply for violations of the Architectural and Land Use Regulations and I agree to pay such fines if violations occur:   X   YES        NO

For information regarding penalties, refer to the Chautauqua Institution Architectural and Land Use Regulations as well as the Chautauqua Institution Rules and Regulations.

Liens will be placed upon properties for unpaid penalties.

Repeat or obstinate offenders will be placed on a list and banned from any future eligibility for Contractor Certification.

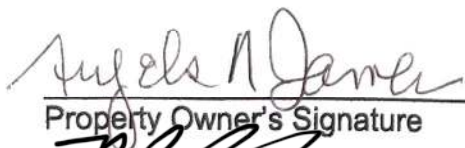
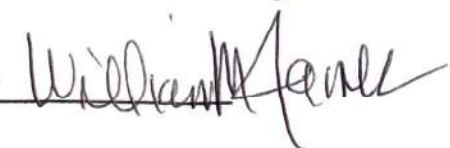
**Compliance Certificate Review Fees :**

All exterior or interior projects	\$35
Additions to existing buildings	\$90
New construction and substantial rehabilitation	\$200
All cases going to the ARB	\$310

Fees and Penalties are reviewed annually by the Board of Trustees and may change without notice.

**Acknowledgement:**


I understand that by signing this document I agree to abide by the Rules and 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 applicable penalties in the instance of a violation(s) of the Rules and Regulations and/or Architectural and Land Use Regulations of Chautauqua Institution:

Property Owner's Signature

7-16-25

Date

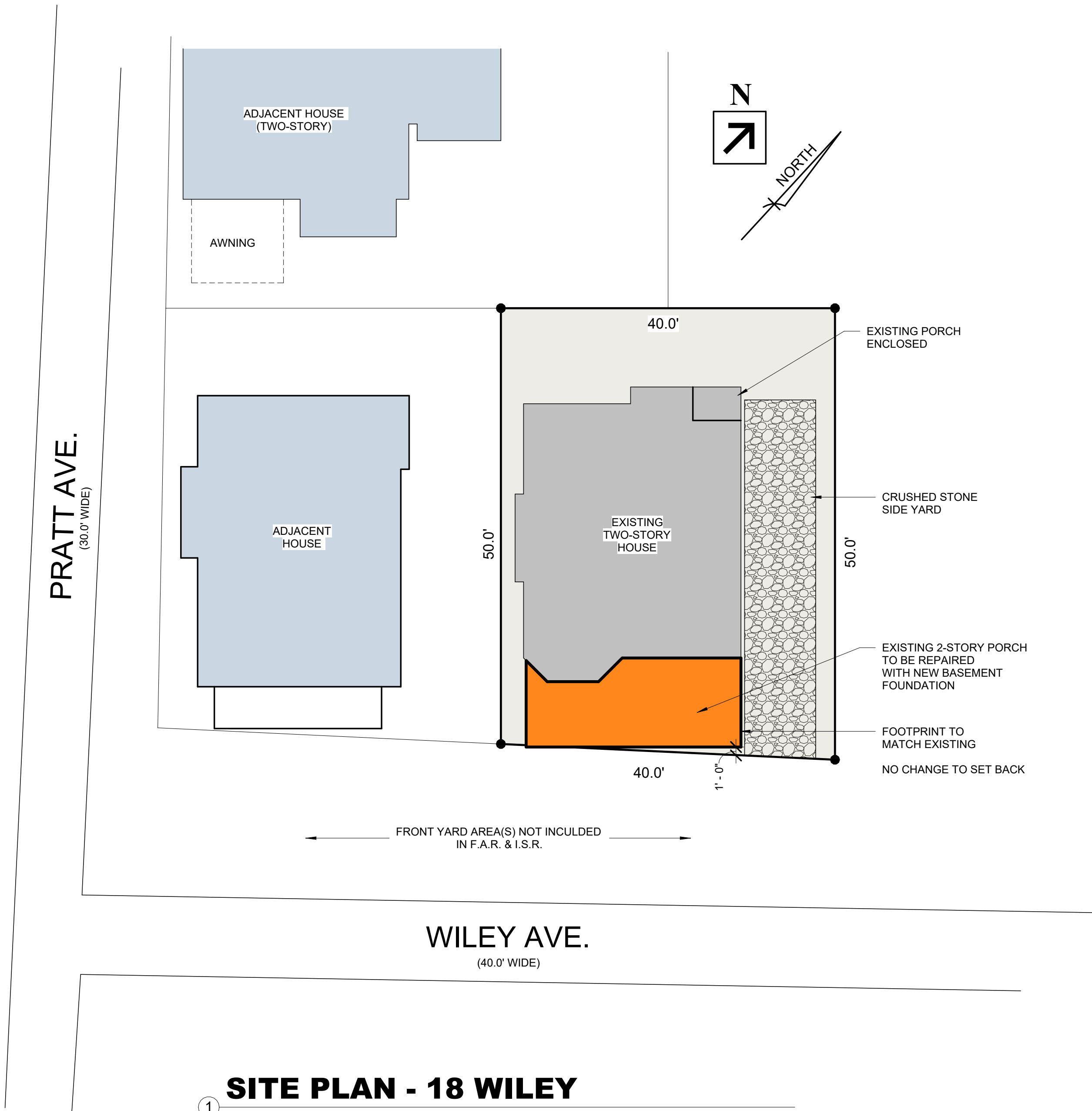
  
Prime Contractor / CM's Signature

7/16/25  
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 permits issued by appropriate governmental authorities, and authority having jurisdictions, such as the Town of Chautauqua and the Chautauqua Utility District.





## FLOOR AREA RATIO (FAR)

EXISTING OR PROPOSED	EXISTING	PROPOSED
TOTAL LOT AREA	2,119 SF.	2,119 SF.

BASEMENT (EXISTING)	830 SF. (NIC)	+ 186 SF. UNDER PORCH
1ST FLR. (HOUSE)	811 SF.	+21 SF. IN KITCHEN
2ND FLR	826 SF.	826 SF.
ATTIC	504 SF.	504 SF.
TOTAL FLOOR AREA =		3,072 SF.

$$\frac{826 \text{ SF} + 811 \text{ SF} = 1,637 \text{ SF}}{\text{TOTAL FLOOR AREA (DOES NOT INCL. ATTIC)}} \div \frac{2,119 \text{ SF}}{\text{TOTAL LOT AREA}} = \frac{0.77}{\text{FLOOR AREA RATIO}} \quad (1.0 \text{ ALLOWED})$$

## IMPERVIOUS SURFACE RATIO (ISR)

Existing or Proposed	PROPOSED		
Site Address	18 WILEY AVENUE		
Total Lot Area	2,119 square feet		
<u>Impervious Surfaces:</u>			
Total building footprint	853 sf	X 100% =	853 sf
Total porches, decks, stairs, steps	248 sf	X 100% =	248 sf
Total concrete or asphalt walks & drives	0 sf	X 100% =	0 sf
Total gravel walks & drives	0 sf	X 90% =	0 sf
Total crushed or washed stone walks & drives	363 sf	X 10% =	36.3 sf
Total brick, pavers or flagstone set in min. sand or gravel base	0 sf	X 90% =	0 sf
Total brick, pavers or flagstone set in permeable bed	0 sf	X 10% =	0 sf
Other	0 sf	X % =	0 sf
			1,104 sf
<u>Total Impervious Surface Area:</u>			
1,104	/	2,119 =	52% (75% ALLOWED)
Total Impervious Surface Area	divided by	Total Lot <u>Area</u> =	ISR/
			<b><u>ISR TO REMAIN UNCHANGED</u></b>

### 4.4.3. Maximum Lot Size, Intensity, and ISR

MINIMUM LOT SIZE, MAXIMUM INTENSITY & MAXIMUM ISR	
Regulation	Neighborhood Traditional
Minimum Lot Width	40 feet
Minimum Lot Area	2,000 Square Feet
Maximum FAR	1.0 (See exemptions below)
Maximum ISR	
Single Lot	Single Lots: 75% total site area including all surfaces of driveways, walkways, window wells, patios etc. 25% of site area must remain green and pervious
Multiple Lots	Multiple Lots: 65% total site area including all surfaces of driveways, walkways, window wells, patios etc. 35% of site area must remain green and pervious

### 4.4.4. FAR Exemptions.

**4.4.4.1.** Any floor area located within a finished Basement area that has a finished first floor height no greater than 36 inches off of the average established natural grade of the ground adjoining the Building and does not have window wells facing the primary street shall not be included in the FAR calculation.

**4.4.4.2.** Any finished attic space that is compliant with all height, Setback, tower, turret, and dormer Regulations and that is less than 65% of the at-grade footprint of the Building not be included in the FAR calculation.

**4.4.4.3.** Garage space is not exempt from FAR calculations.

GENERAL NOTES:  
DRAWINGS PRODUCED BY CHRISTOPHER J. COOKE ARCHITECTURE, P.C. FOR THE ARCHITECTURAL RECORD. THESE DRAWINGS ARE THE PROPERTY OF CHRISTOPHER J. COOKE ARCHITECTURE, P.C. AND ARE NOT TO BE REPRODUCED, COPIED, OR USED IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF CHRISTOPHER J. COOKE ARCHITECTURE, P.C. NO CLAIM ON THE PART OF THE OWNER OR BUILDER.

CHRISTOPHER J. COOKE  
ARCHITECTURE, P.C.

Christopher J. Cooke Architecture, P.C.  
chris@cjarchitect.com 716-228-0520  
PO Box 437 - Cassadaga, New York 14718

SITE INFORMATION  
18 WILEY AVE.  
18 WILEY AVENUE  
CHAUTAUQUA INSTITUTION  
CHAUTAUQUA, NEW YORK 14722

ARB SET

REVISION NUMBER REVISION DATE

SCALE: As indicated

DATE: 06/03/2025

DRAWN BY: CC/DK

PROJECT NUMBER: 24-150

SHEET NUMBER:

A0.2

[illegible]

SCALE: 1/4" = 1'-0"

DATE: 06/03/2025

DRAWN BY: CC/DK

PROJECT NUMBER: 24-150

SHEET NUMBER:

## A1.0



