



## OFFICE OF CAMPUS PLANNING & OPERATIONS

### ARCHITECTURAL REVIEW BOARD MEETING NOTIFICATION

July 17th 2025

Dear Chautauquan,

The owners of 25 Roberts, Ecumenical Community of Chautauqua, are requesting to come before the Architectural Review Board for the scope of work for the replacement of the windows for the building with compliant wooden windows. The scope of work proposes the removal of the existing windows for the building, including an assortment of wooden and vinyl windows. 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 the removal of windows at the property to be replaced with compliant wooden windows (Architectural and Land Use Regulations Section 4.2.2.3)

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 Ecumenical Community of Chautauqua  
 Chautauqua Address P.O. Box 988 (25 Roberts Avenue)  
Chautauqua, New York 14722  
 Permanent Address \_\_\_\_\_  
 Owner's Phone # Mark Parobeck, Property Chair Owner's Cell # 518-730-2888  
 Owner's E-mail Teachbylearning@GMAIL.com
- B) Construction Site House Number 23 Roberts Ave. Unit # \_\_\_\_\_
- C) CHQ District of Construction Site: (X) Mixed Use Core ( ) 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)  
Mark Parobeck, Property Chair 518-730-2888 Teachbylearning@GMAIL.com  
 Contractor Authorization Certificate - Company Name NDW Construction  
 Subcontractor (Manager Names & Contact Information) Sarah Kraft, Pella of Buffalo,  
KRAFTSA@pellabuffalo.com  
 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 (X) 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  
 ( ) Other \_\_\_\_\_

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

Imperable Windows: This document is for the replacement of all existing windows, as well as any windows on the Western side of the building where the existing windows have been replaced. A total of 4-5 windows to be replaced.

Currently the windows to be replaced are in poor condition or inoperable.

Interior will be stained or painted to match original finishes

F) Date Work Is Expected To Begin September 2025 To Finish By December 2025, likely much before

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

( ) Preservation ( ) Reconstruction (X) Rehabilitation ( ) Restoration

H) Proposed Materials: (plastic, vinyl are prohibited) Pella Lifestyle Series Windows, Aluminum-clad wood windows. Double Hung Type

I) Identify the industry recognized architectural style: Mid Victorian Cottage/Boarding House

J) Identify tree disturbances (within canopy) and/or proposed removals: N/A

K) Describe how site drainage during construction and after construction will be managed in compliance with Regulations (attach drawings if applicable): N/A

L) Describe how you will manage legal off-street parking on the project site:

Completions will not use and discuss daily. If completion requires a complete, they will apply for any permits needed/required.

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 YES X NO

Special Exception is Requested YES X NO

Describe Variances/Exception Requested N/A

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

Lot Width: N/A Lot Area: N/A Floor/Area Ratio: N/A

Impervious Surface Ratio: N/A

O) Height to Eave: N/A Height to Highest Ridge/Point: N/A

- 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

Mark Parobeck, Property Chair, ECOC Board Member

5/25/2025

Date



Prime Contractor / CM's Signature

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.



## **IMPORTANT CONTACT INFORMATION:**

Campus Planning & Operations Office 1 Ames Avenue  
P.O. Box 28  
Chautauqua, NY 14722

O: 716-357-6245  
F : 716-357-9014

Jennifer Majewski Administrative Assistant

716-357-6245  
[jmajewski@chq.org](mailto:jmajewski@chq.org)

Ryan Boughton Administrator of Architectural and Land Use Regulations

716-357-6267  
[rboughton@chq.org](mailto:rboughton@chq.org)

John Shedd Vice President of Campus Planning and Operations

716-357-6245  
[jshedd@chq.org](mailto:jshedd@chq.org)

Amy Hummel Buildings/Grounds/Gardens Assistant

716-357-6208  
[ahummel@chq.org](mailto:ahummel@chq.org)

Jack Munella Director of Buildings and Grounds

716-357-6237  
[jmunella@chq.org](mailto:jmunella@chq.org)

Betsy Burgeson Gardens Supervisor

716-357-6326  
[bburgeson@chq.org](mailto:bburgeson@chq.org)

### **Chautauqua Institution Safety & Security:**

Billy Leone Chief of Campus Safety & Security

716-357-6225  
(non-emergency line)

### **Town of Chautauqua:**

Frank Watson NYS Code Enforcement Official

716-753-3433

### **Other:**

Chautauqua Utility District Office  
CUD Wastewater Management

716 357 5865  
716-357-8137

NY State Call Before You Dig

811

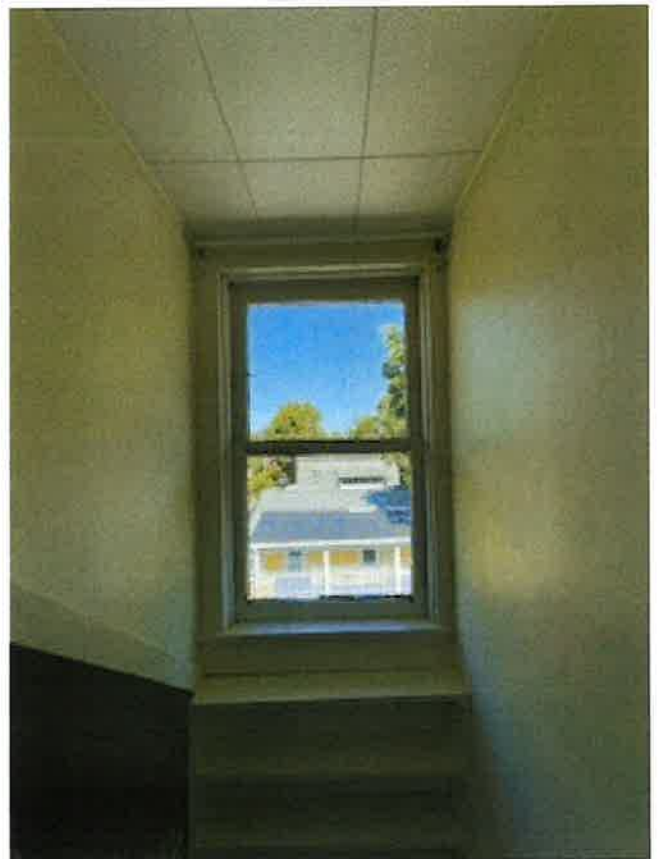
**ALL DOCUMENTS ARE AVAILABLE FOR DOWNLOAD ON THE  
CHQ PROPERTY AND CONSTRUCTION RESOURCES WEBSITE**

**Printed copies of the Architectural and Land Use Regulations can be  
obtained from the Campus Planning & Operations Office for a \$10 printing fee.**

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



North face interior windows



BW 6 window. 26 x 66

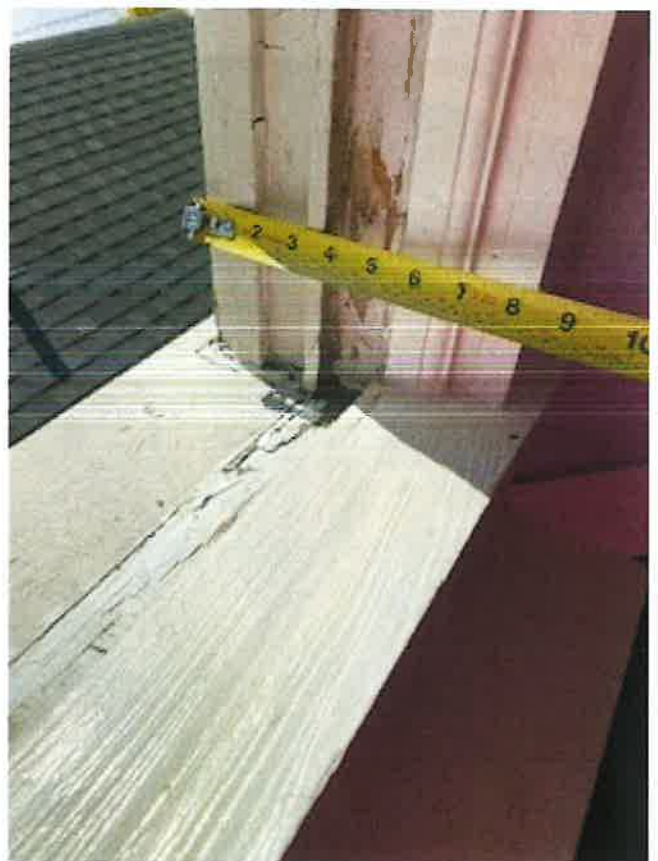
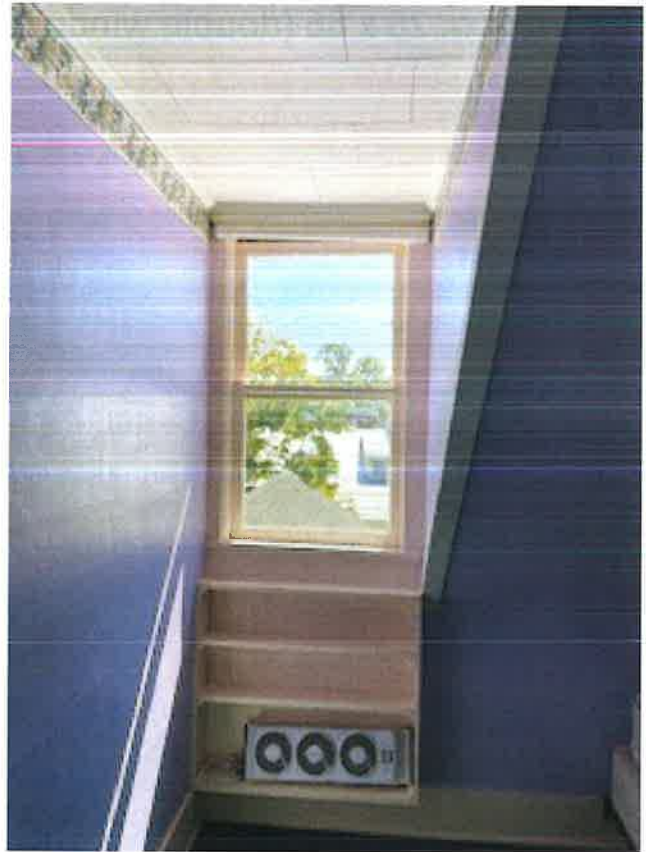




BW 14 window. 26 x 66 (double window is 57 1

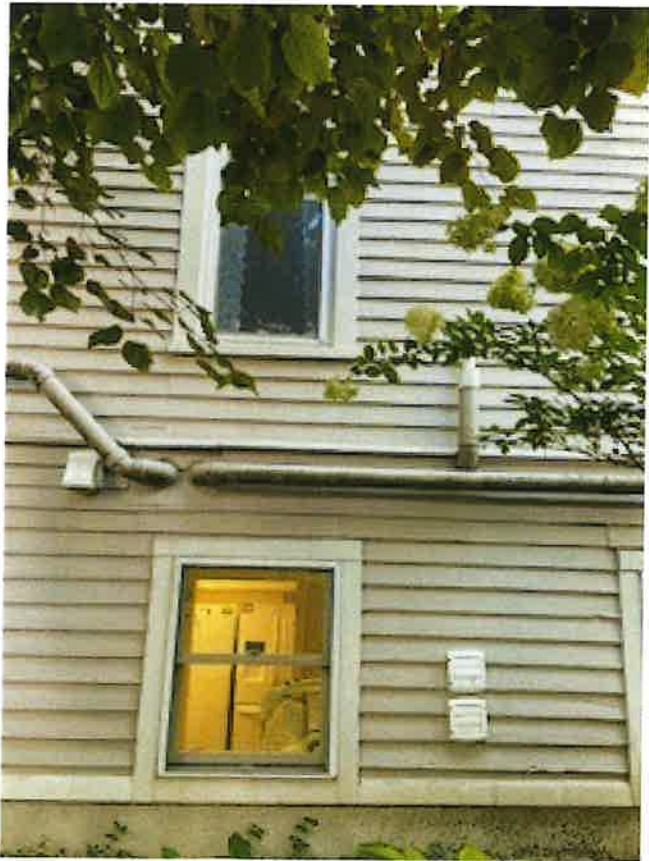


BW 24 – dormer window . Size 28.25x49





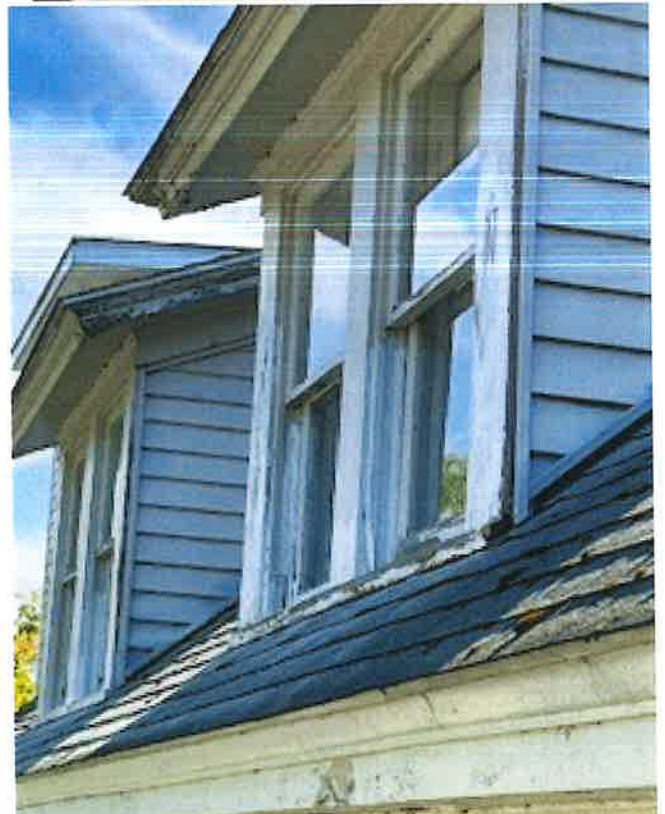
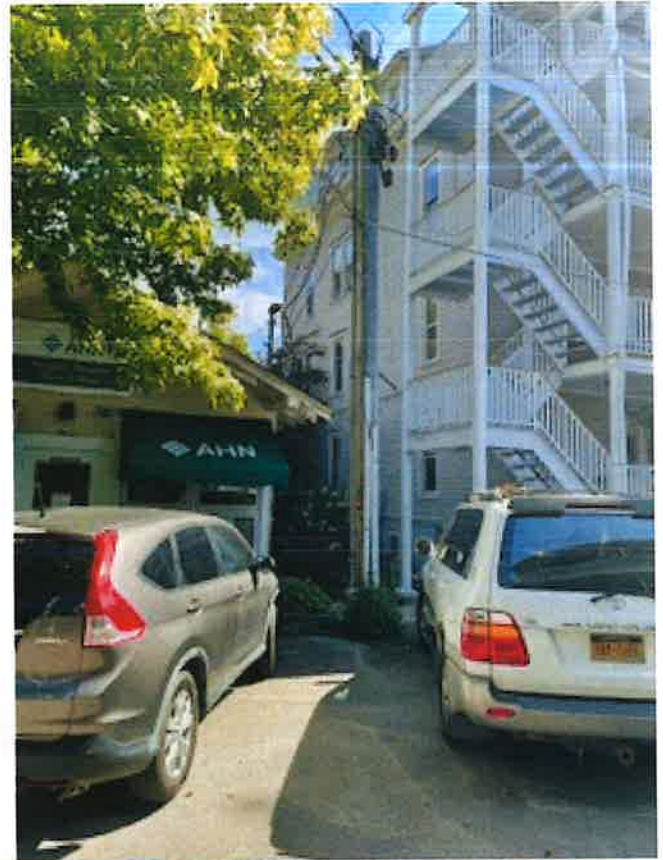
North face exterior window examples





**Bird Werner Window Document** with photos of windows.  
Please Note list and count at end.

North face exterior Bird-Werner Building  
Individual sample of windows





*A window count. # of dormer windows. # of main building windows*

Window count - 20

Dormer window count - 8

Window count on north face -12

West Face window count? Porch. 2 on 4th floor. 3 other porch windows. 5

Total Count 25?

Window sizes mostly 26x55. Dormer's are 28.25x49

Census of BW windows. (\*has north face windows)

Room#, window info, trim

#1, 3 windows, original dark wood trim

#3, 1 window, original dark wood trim

#4, 1 double window, original dark wood trim\*

#5, 1 window, replaced with white vinyl but has original dark wood trim\*

#6, 2 windows, has original dark wood trim\*

#8, 1 window, has original dark wood trim\*

#9, 1 window, has original dark wood trim

#10, 1 window, replaced with white vinyl but has original dark wood trim

#11, 4 windows, original dark wood trim. 1 window replaced with white vinyl

#12, 2 windows, original dark wood trim\*

#14, 1 double window, has white wood trim\*

#16, 2 windows, white trim. 1 window replaced with white vinyl

#18, 1 window, white wood trim. replaced with white vinyl

#19, 2 windows, white trim. 1 window replaced with white vinyl

#20, 2 windows, white trim\*

4th floor, all white trim

#21, 2 windows

#22, 1 window  
#23, 1 window  
#24, 2 windows  
#25, 2 windows  
#26, 2 windows

## 2 Bathrooms\*

1 has double window with original dark wood trim  
1 has new vinyl window with white trim

# Pella® Lifestyle Series



#1 performing wood window and patio door  
for the combination of energy, sound and value!

Aluminum-Clad Wood Windows & Patio Doors



